



***Delegated Decisions by Cabinet Member for
Environment (including Transport)***

***Thursday, 13 November 2014 at 10.30 am (or at the rising of
the Transport advisory Panel, whichever is later)***

Meetings room 2 and 3, County Hall, New Road, Oxford

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on 21 November 2014 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public

A handwritten signature in black ink that reads 'Peter G. Clark.' with a horizontal line underneath.

Peter G. Clark
County Solicitor

November 2014

Contact Officer: **Graham Warrington**
Tel: (01865) 815321; E-Mail:
graham.warrington@oxfordshire.gov.uk

Note: Date of next meeting: 15 January 2015

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

4. **A40 Oxford Northern Bypass - Barton Park Development - Proposed 50mph Speed Limit and Traffic Restrictions (including Bus Lane) at Proposed Junction with A40 and Access Road to Foxwell Drive** (Pages 1 - 16)

Forward Plan Ref: 2014/141

Contact: Jim Daughton, Service Manager, Delivery

Tel: (01865) 812083

Report by Deputy Director for Environment and Economy – Commercial & Delivery (CMDE4).

The report presents objections and other comments received during the course of the statutory consultation on two separate proposals: (i) for a 50mph speed limit on the A40 Oxford Northern Bypass between the A40 Headington roundabout north westwards to include the proposed new junction with the Barton Park development and (ii) for traffic restrictions at the latter junction and for a proposed link road from this junction to Foxwell Drive.

The Cabinet Member for the Environment is RECOMMENDED to:-

(a) approve the introduction of a 50 mph speed limit on A40 as advertised;

- (b) ***approve the introduction of traffic restrictions at the proposed junction on A40 as advertised;***
- (c) ***approve the introduction of traffic restrictions on the proposed link road from Foxwell Drive to A40 should that road be constructed.***

5. Proposed Parking Restrictions - Various Locations, Oxford (Pages 17 - 20)

Forward Plan Ref: 2014/069

Contact: Jim Daughton, Service Manager – Delivery Tel: (01865) 323364

Report by Deputy Director for Environment & Economy – Commercial & Delivery (CMDE5).

The report considers objections to a formal consultation on proposals to introduce parking restrictions in Reliance Way (off Cowley Road). (Other restrictions consulted on at the same time either did not attract any objections or will be considered at another time.)

The Cabinet Member for Environment is RECOMMENDED to approve the proposed parking restrictions for Reliance Way, Oxford as advertised.

6. Headington: London Road Shared Use Facility - Wharton Road to Stile Road (Pages 21 - 32)

Forward Plan Ref: 2014/142

Contact: Jim Daughton, Service Manager, Delivery
Tel: 01865 812083

Report by Deputy Director of Environment and Economy - Commercial & Delivery (CMDE6).

The report details the results of a public consultation on the proposal to implement cycle facilities on London Road, Headington, between Wharton Road and Stile Road.

The Cabinet Member for Environment is RECOMMENDED to approve the conversion of the two Pelican crossings to toucan crossings at Barton Road and outside St. Andrews School and the conversion of the length of footway to shared use facility as shown in Annex 1 to the report (drawing number: S-000942/CON/000/001/REV1) and to progress to its delivery in 2014/15.

7. Proposed Parking Restrictions - Coach House Mews, Bicester
(Pages 33 - 40)

Forward Plan Ref: 2014/140

Contact: Jim Daughton, Service Manager, Delivery

Tel: (01865) 812083

Report by Deputy Director for Environment and Economy – Commercial & Delivery (**CMDE7**).

The report considers objections to a formal consultation on proposals to introduce parking restrictions in parts of Coach House Mews in Bicester.

The Cabinet Member for Environment is RECOMMENDED to approve the proposed parking restrictions for Coach House Mews as advertised and amended as described in the report.

8. Proposed Parking Restrictions - Oxford Road Service Roads, Kidlington (Pages 41 - 52)

Forward Plan Ref: 2014/137

Contact: Jim Daughton, Service Manager, Delivery

Tel: 01865 812083

Report by Deputy Director for Environment and Economy – Commercial & Delivery (**CMDE8**).

The report considers objections to a formal consultation on proposals to introduce parking restrictions in several streets in the southern part of Kidlington, particularly along the service roads either side of A4260 Oxford Road.

The Cabinet Member for Environment is RECOMMENDED to approve the proposed parking restrictions for the Oxford Road service roads and adjacent streets in Kidlington, as advertised and amended as described in the report.

9. Household Waste Recycling Centres - Operating Access and Waste Acceptance Policy Second Review (Pages 53 - 90)

Forward Plan Ref: 2014/132

Contact: Rebecca Harwood, Service Delivery Manager, Tel: (01865) 815281

Report by Director for Environment & Economy – Commercial & Delivery (**CMDE9**).

The Household Waste Recycling Centres - Operating, Access and Waste Acceptance Policy is an amalgam of existing policies and site rules which are currently in force at the Household Waste Recycling Centres.

The purpose of incorporating the policies and site rules into one document is to provide consistency of advice and a formal document which staff and members of the public can refer to or be referred to. The principles of the policy are outlined,

therefore removing any scope for mis-interpretation.

The policy was approved in October 2010 through the Delegated Decisions meeting for Growth and Infrastructure and subsequently reviewed and updated in February 2011. This report represents changes to the policy as a result of the establishment of an Energy Recovery Facility within Oxfordshire in 2014 enabling the diversion of the majority of residual waste from landfill; the development and introduction of the Van and Trailer e-permit scheme; and other minor policy amendments and revisions.

The document overall outlines the policies in place with respect to the following:

- 1) Health and Safety regulation;
- 2) Site rules in line with Environment Agency legislation and guidance;
- 3) Household Waste Recycling Centre inspections;
- 4) Household Waste Recycling Centre licence and permit conditions;
- 5) Legitimate waste acceptance – in line with national legislation and guidance.

This document provides the public with the rationale driving the various policies enforced on site determined by UK legislation, Health and Safety Executive recommendations and good practice.

The Cabinet Member for Environment is RECOMMENDED to:

- (a) ***approve the amendments to the Household Waste Recycling Centres – Operating, Access and Waste Acceptance Policy;***
- (b) ***continue to authorise the Deputy Director for Environment & Economy (Commercial) in consultation with the Cabinet Member for Environment to make minor textual changes and amendments to the Household Waste Recycling Centre – Operating, Access and Waste Acceptance Policy from time to time for the purposes of clarification or, as the case may be, where necessary to comply with changes to applicable legislation, guidance or policy.***

10. Van Trailer Permit Scheme Third Review (Van and Trailer e-Permit Scheme) (Pages 91 - 108)

Forward Plan Ref: 2014/131

Contact: Rebecca Harwood, Service Delivery Manager, Tel: (01865) 815281

Report by Deputy Director for Environment & Economy – Commercial & Delivery **(CMDE10)**.

The Van and Trailer Permit Scheme was approved by the Cabinet Member for Growth and Infrastructure at a Delegated Decisions Cabinet meeting held on 15 July 2010. The scheme was implemented in November 2010.

The scheme was reviewed in 2011 and again in 2012 whereupon a recommendation to move towards a 'paperless' system was agreed. This system, known as the Van Trailer e-permit scheme, is due to become operational at the beginning of November 2014.

The policy and terms and conditions have been updated to reflect this.

This review has also enabled a further opportunity to review and incorporate (where possible/appropriate) feedback from customers, contractors and officers and to ensure that the scheme continues to work well for all stakeholders in particular users and operators.

The Cabinet Member for Environment is RECOMMENDED to:

- (a) approve the Van and Trailer e-Permit scheme as a continuing and effective method for policing the Household Waste Recycling Centres in order to prevent trade waste from entering;***
- (b) approve the amendments to the Van and Trailer e-Permit Scheme as set out in Annex 2 to the report;***
- (c) approve the updated terms and conditions in Annex 3 to the report;***
- (d) allow the Deputy Director for Environment & Economy (Commercial) in consultation with the Cabinet Member for Environment to make minor textual changes and amendments to the Van and Trailer e-Permit scheme from time to time for the purposes of clarification or, as the case may be, where necessary to comply with changes to applicable legislation, guidance or policy***
- (e) to conduct a further review of the scheme within 3 years from the date of this report.***

11. Draft Position Statement: Major Development Proposals for Ground-Mounted Solar PV Arrays (Pages 109 - 140)

Forward Plan Ref: 2014/071

Contact: Linda Currie, Planning Strategy Officer Tel: (01865) 810432

Report by Deputy Director for Environment & Economy – Strategy Infrastructure & Planning (**CMDE11**).

The report seeks endorsement from the Cabinet Member for the Environment of a draft Position Statement on major development proposals for ground-mounted solar PV arrays. A decision on an earlier draft of the Position Statement was deferred at the July meeting. The current draft takes into consideration feedback from a focussed consultation with relevant stakeholders and further development of government policy.

The County Council is a consultee in the local plan preparation and development management process. The advice in the statement is intended to ensure that those matters in which the County Council has an interest are fully considered by applicants ahead of submission of a planning application for solar farm development and by local planning authorities looking to prepare relevant local plan policy and

determine planning applications.

The draft document explains that In view of the benefits of solar PV development the County Council supports the development of ground-mounted solar PV development in principle, provided that there are no significant environmental or visual impacts.

It sets out the technical issues which developers of ground-mounted solarPV development should consider in formulating their proposals, including the need for any mitigating measures, to ensure that schemes:

- are appropriately sited;
- respect local landscape, heritage and visual amenity;
- mitigate transport impacts, including to rights of way; and
- take account of opportunities to enhance bio-diversity.

The Cabinet Member for Environment is RECOMMENDED to approve the conversion of the two Pelican crossings to toucan crossings at Barton Road and outside St. Andrews School and the conversion of the length of footway to shared use facility as shown in Annex 1 to the report CMDE11 (drawing number: S-000942/CON/000/001/REV1) and to progress to its delivery in 2014/15.

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Division(s): Barton, Sandhills and Risinghurst; Headington and Quarry; Marston and Northway

CABINET MEMBER FOR ENVIRONMENT – 13 NOVEMBER 2014

A40 OXFORD NORTHERN BYPASS – BARTON PARK DEVELOPMENT - PROPOSED 50MPH SPEED LIMIT AND TRAFFIC RESTRICTIONS (INCLUDING BUS LANE) AT PROPOSED JUNCTION WITH A40 AND ACCESS ROAD TO FOXWELL DRIVE

**Report by Deputy Director of Environment & Economy
(Commercial)**

Introduction

1. This report presents the objections and other comments received during the course of the statutory consultation on two separate proposals: (i) for a 50mph speed limit on the A40 Oxford Northern Bypass between the A40 Headington roundabout north westwards to include the proposed new junction with the Barton Park development; (ii) for traffic restrictions at the latter junction and for a proposed link road from this junction to Foxwell Drive– plans showing both of these proposals are shown at Annexes 1, 2 and 3 respectively (Annex 3 comprises the outline plan of the landscaping at proposed junction to complement the detail of the traffic restrictions given in Annex 2) .
2. The proposals arise from the development of land adjacent to the A40 for housing and related uses. Those relating to the proposed link road between the A40 and Foxwell Drive are conditional on construction of this road being approved. This is subject to the consideration of an application for the designation of a Town Green that was the subject of a recent public enquiry, with this matter due to be determined at a future meeting of the Planning and Regulation Committee following receipt of the Inspector's report and recommendations.

Background

3. The principle of development of the land west of Barton ("Barton Park") was established in Oxford City Council's Core Strategy, adopted in March 2011. In December 2012, the Barton Area Action Plan (AAP) was adopted by the City Council, providing a detailed planning framework for the site.
4. The AAP includes proposals to reduce traffic speeds on the A40 and create a new junction to serve the development and provide pedestrian, cycle and bus links across the A40. The AAP recognises the need to work with the county council as Highway Authority to secure the necessary infrastructure and any related changes to traffic regulation orders. The County Council has supported these principles.

5. In summer 2013 the County Council responded to an application for outline planning consent for up to 885 homes and related uses and infrastructure. In its response to the application the County Council supported in principle the proposed A40 junction layout and a reduction in the speed limit from 70 mph to 50 mph – subject to the necessary Traffic Regulation Order process.
6. The proposed 50mph limit (in place of the current national speed limit of 70mph) would apply from the existing 30mph limit west of Headington roundabout to the following points: a) on the westbound carriageway, for a distance of 2080 metres b) on the eastbound carriageway, for a distance of 2430 metres as shown at Annex 1.
7. The proposed traffic restrictions and bus lane (see plan at Annex 2) comprise the following:
 - a) A prohibition of dangerous turns at the planned new signalised junction as follows:
 - No U turn from the east or westbound carriageway at the junction
 - No Right Turn from the A40 eastbound carriageway at the junction into the planned link road to Foxwell Drive
 - No Right Turn from the A40 westbound carriageway at the junction into the planned link to Foxwell Drive
 - b) A prohibition of vehicles except local buses and pedal cycles using the planned link road between the new junction and Foxwell Drive;
 - c) a short 'ahead only' Bus Lane on the approach to the junction from Barton Park for buses and pedal cycles only.

Consultation

8. The consultation on the proposals was carried out between 11 September and 10 October 2014. Details of the proposals were displayed near the proposed junction on the A40 and on Foxwell Drive, and in a public notice published in the Oxford Times. Supporting documentation and plans were deposited for public inspection at County Hall, Oxford. Additionally, letters were sent to 381 properties in the Northway residential area in the vicinity of the proposed link road from the A40.
9. A total of fourteen responses have been received. Objections were received from Thames Valley Police and six members of the public; a further five responses were received expressing some concerns over various aspects of the proposals, including from Cllr Glynis Phillips. Oxford City Council's planning department expressed strong support for all the proposals, and Barton Community Association supported the proposed speed limit, but were unable to support the proposals for the junction without more detailed information on the bus routeing, and also raised queries on a number of other issues. A summary of these responses, along with officer comments, can be

found in **Annex 4**. Copies of all the consultation responses are available for inspection in the Members Resource Centre. It should be noted that this summary focusses on the parts of the responses directly relevant to the proposals as advertised, rather than the broader issues made in relation to the merits of the development and in particular those relating to the application for a Town Green (see paragraph 2).

Objections

10. The Thames Valley Police objection related to the proposal for a 50mph speed limit on the grounds that the road environment - excepting the proposed junction itself – would not encourage drivers to reduce speed (noting also that no information on current speeds or details of supporting measures to help achieve compliance with the proposed limit had been supplied as part of the consultation). This would both present an on-going expectation for police enforcement, and could compromise safety if the layout of the junction was designed on the basis of the proposed limit, rather than the actual likely speeds.

The Police had no objection to the proposed traffic restrictions on the link road provided camera enforcement is provided, and similarly had no objection to the proposed turning restrictions providing the traffic signing is adequately signed to encourage compliance (but noted that even when properly signed, such restrictions are often not well observed, and that police resources for enforcement are limited).

11. The other objections and concerns primarily related to fears that the proposed 50mph speed limit and creation of the new junction on the A40 would lead to delays and congestion, aggravate noise and air pollution, and result in increased numbers of accidents. Similarly, strong objections and concerns were expressed over the construction of the proposed link road between the A40 and Foxwell Drive on the grounds of an increased road safety risk for users (especially children) of the open space adjacent to Foxwell Drive and adjacent roads, an increase in noise and air quality problems, and a significant overall loss of environmental amenity. A specific concern in relation to the latter was that although the proposals as advertised restrict the use of the link road to public service vehicles and pedal cyclists only (together with the standard exemption for emergency service vehicles), this could easily be changed in future to permit for example taxis and private hire vehicles, and also that additionally, violations of the restrictions by other vehicles would be difficult in practice to control.

Response to objections and concerns

12. The objection from Thames Valley Police to the proposed 50mph speed limit is noted, and it is accepted that other than at the proposed junction, the road environment will not - pending the completion of the Barton Park development which is anticipated to take several years- appear to be significantly built up. Although it would be possible for a shorter 50mph speed limit to be considered to include only the junction approaches and the junction itself, this

would lead to quite short lengths of road subject to the national speed limit and a 50mph limit. While these would still exceed the Department for Transport's recommended minimum lengths for a speed limit, this approach could lead to a possibly confusing number of different limits on this part of the ring road. Designing the junction to operate within the current national speed limit (70mph for cars) would in theory be possible, but this option is not deemed to be consistent with the aspirations to provide an attractive link across the ring road, and similarly would not result in the wider benefits seen on other parts of the ring road where a 50mph speed limit has already been introduced. All other signalled junctions (excepting a number of signalled roundabouts, where speeds are constrained by their layout) on County dual carriageways are now subject to speed limits of 50mph or less.

13. 50mph speed limits have already been introduced on much of the Oxford ring road, and have helped improve safety and reduce noise pollution. There appears to be no evidence of their resulting in increased congestion (as raised by other objections), and although obviously in free flow conditions journey times can be increased, in the context of the proposals, the actual increase in journey times would be low.
14. The police concerns over non-compliance and the resulting expectations for enforcement are noted; however as shown in Annex 5, it is proposed to in addition to the standard 50mph repeater signs, carriageway 50mph roundels together with a vehicle activated sign.
15. Similarly the police concerns over the non-compliance with the proposed turning and access restrictions at the proposed junction and link road to Foxwell Drive are noted. Signing complying with national regulations will be provided and enforcement cameras provided on the proposed link road; although as with any restriction there can be a risk of non-compliance, there is no reason to suppose that the enforcement demands here will be any higher than the large number of sites where similar restrictions have already been introduced.
16. Many of the objections and concerns relating to the proposed link road between the A40 and Foxwell Drive would appear not to be related directly to the specific proposals as presented in this report but rather to the principle of creating the new road, which relates to the Town Green application and public inquiry. The proposed restrictions will not be implemented if the link road is not constructed.
17. While it is impossible to rule out a future proposal to allow taxis and private hire vehicles from using the new link road, the current proposals are evidence that such usage is not deemed appropriate. Should this position change, it would be necessary to promote an amendment to the current proposed restrictions that will be subject to wide consultation and the consideration of objections. The concern expressed over the proposed exemption for emergency service vehicles is noted, but this is a standard provision, and it would be unreasonable to make an exception on this case, particularly given the proximity of the John Radcliffe Hospital.

18. The concerns of the Barton Community Association on the bus routeing, and also the more general issue of the accessibility of the consultation materials to residents unfamiliar with plans etc. are noted.

How the Project supports LTP3 Objectives

19. The proposals support the following LTP objectives:

- Reduce casualties and the dangers associated with travel
- Improve accessibility to work, education and services
- Secure infrastructure and services to support development
- Improve air quality, reduce other environmental impacts and enhance the street environment
- Develop and increase the use of high quality, welcoming public transport
- Develop and increase cycling and walking for local journeys, recreation and health

Financial and Staff Implications (including Revenue)

20. The appraisal of the proposals and consultation has been undertaken by E&E officers as part of their normal duties. The cost of designing and implementing the proposals will be met by the developers.

RECOMMENDATION

21. **The Cabinet Member for the Environment is RECOMMENDED to:-**

- (a) **approve the introduction of a 50 mph speed limit on A40 as advertised;**
- (b) **approve the introduction of traffic restrictions at the proposed junction on A40 as advertised;**
- (c) **approve the introduction of traffic restrictions on the proposed link road from Foxwell Drive to A40 should that road be constructed.**

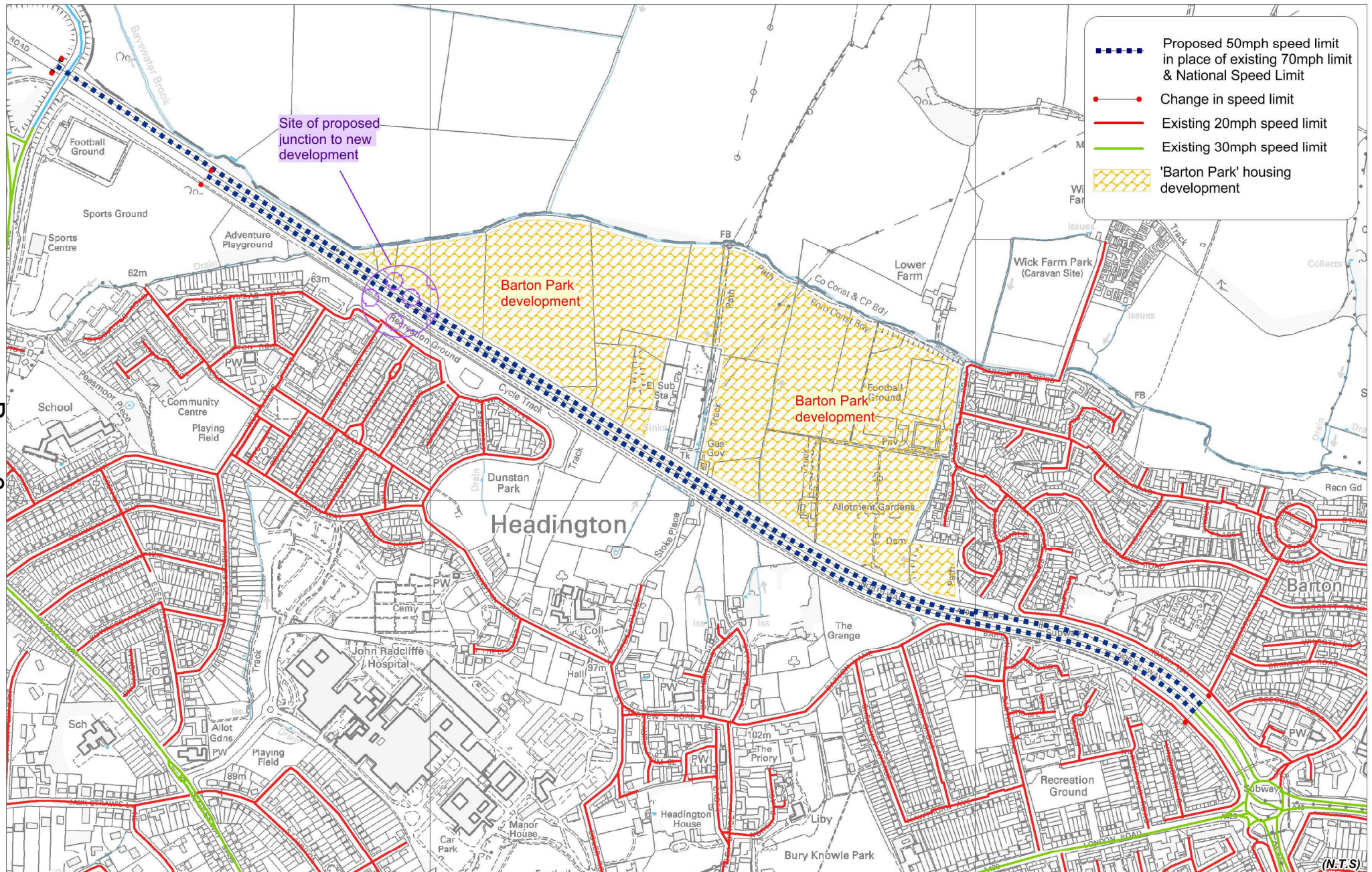
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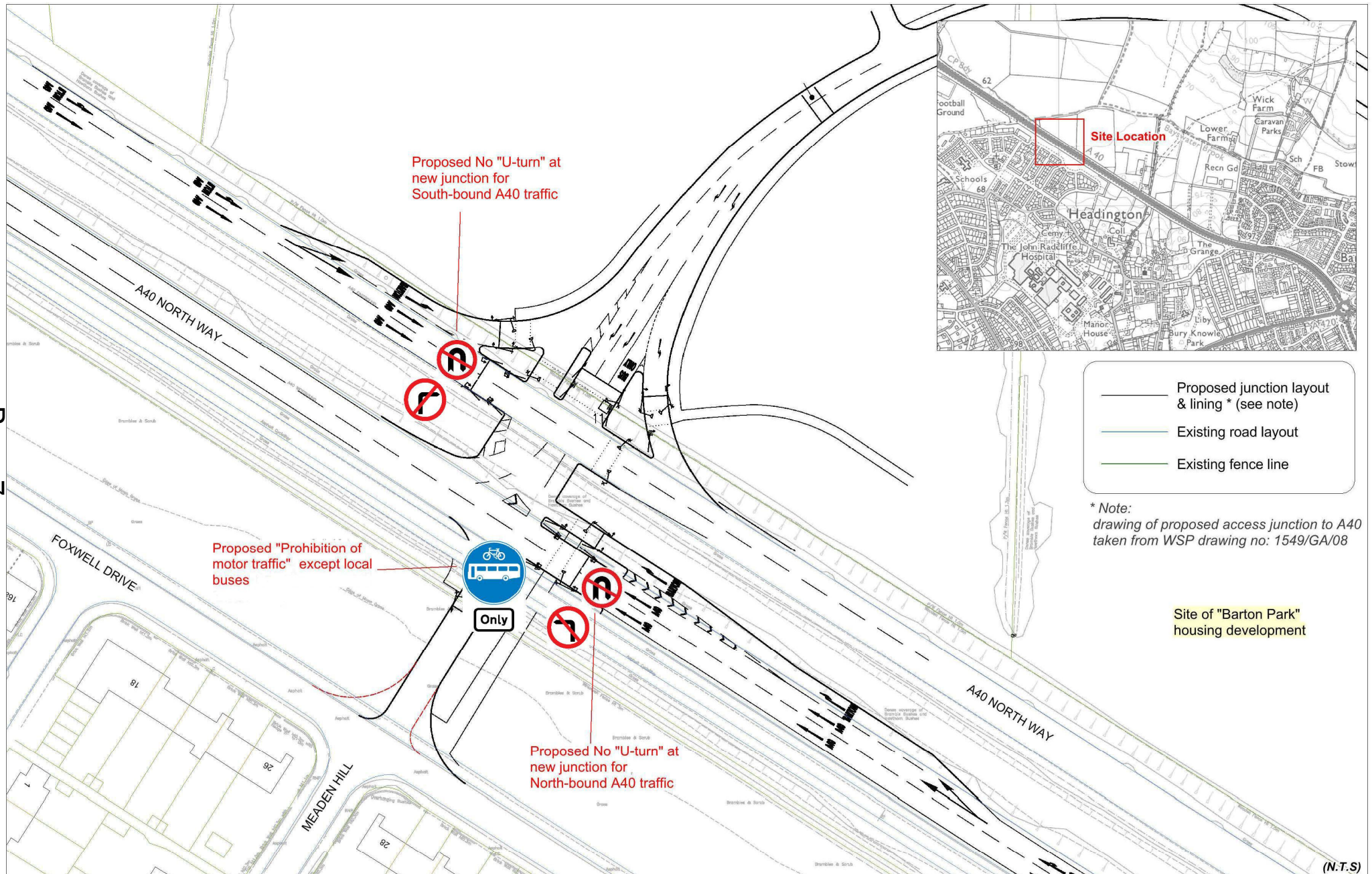
Deputy Director of Environment & Economy (Highways & Transport)

Background papers: Plans (speed limit & traffic restrictions)
 Consultation responses

Contact Officers: Jim Daughton 01865 323364

November 2014







ANNEX 4

RESPONDENT	Draft summary	OFFICER COMMENTS
Thames Valley Police	<p>Objects to the proposal for a 50mph speed limit on the grounds that the road environment - excepting the proposed junction itself – would not encourage drivers to reduce speed (noting also that no information on current speeds or details of supporting measures to help achieve compliance with the proposed limit had been supplied as part of the consultation). This would both present an on-going expectation for police enforcement, and could compromise safety if the layout of the junction was designed on the basis of the proposed limit, rather than actual likely speeds.</p> <p>No objection to the proposed restrictions applying to the proposed link road provided camera enforcement is enforced as was discussed when the proposals were originally submitted for police comment.</p> <p>No objection to the proposed turning restrictions providing the traffic signing is adequately signed to encourage compliance (but noted that even when properly signed, such restrictions are often not well observed, and that police resources for enforcement are restricted).</p>	<p>While it is accepted that at least in the short term (pending the completion of the proposed development, which is anticipated to take several years) the road environment will not appear – other than at the proposed junction – especially built up, the proposed signing and road markings (Annex 5) should promote compliance. It would not appear advisable to consider a shorter length of 50mph restriction focussed on the proposed junction, both as this arrangement would result in frequent changes in limit that could be confusing, and also because the safety and noise reduction benefits of a lower limit would be reduced.</p> <p>Camera enforcement would be provided on the proposed link road if this is approved.</p> <p>The signing of all restrictions will be in accordance with national regulations and Department for transport guidance.</p>
Cllr Glynis Phillips (Barton, Sandhills & Risinghurst)	<p>Concerned that the consultation on the restrictions specifically relating to the link road to Foxwell Drive were carried out ahead of the outcome of the public enquiry relating to the Town Green application.</p>	<p>Noted – however the introduction of the restrictions relating to the link road would be conditional on the outcome of the public inquiry and the decision of the Planning and Regulation committee on this matter.</p> <p>See above comments in relation to police objection</p>

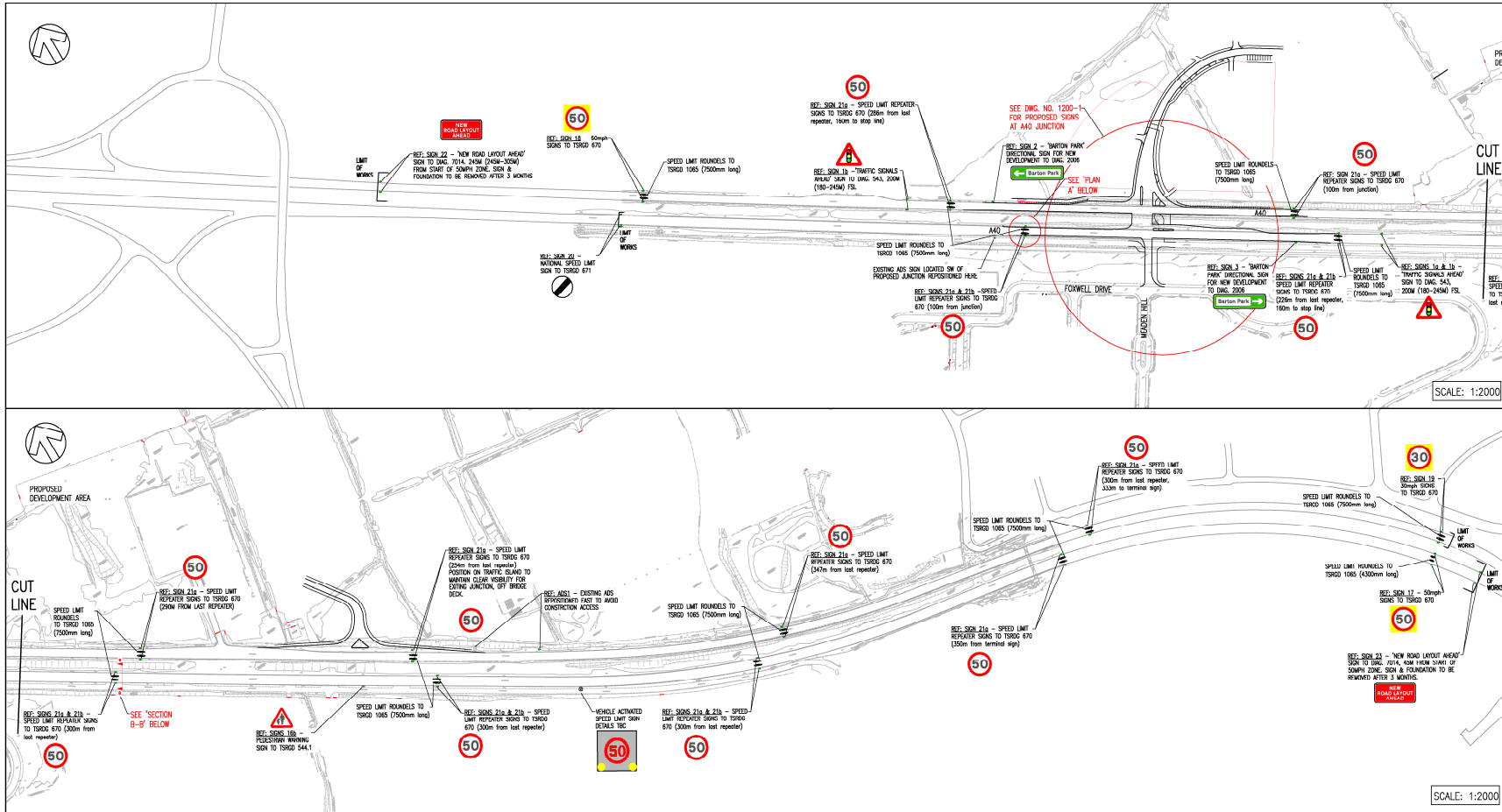
	<p>Concerned about the enforcement of the proposed speed limit and traffic restrictions and requests further details of how compliance is to be achieved, mindful for example that there will be a strong incentive for drivers to ignore the access restrictions given the much longer routes using the roads not subject to restrictions.</p> <p>Raised a query as to the provision for cyclists and pedestrians wishing to cross the A40 at the proposed junction.</p> <p>Also concerned about the impact of additional traffic within the existing Barton area noting that some roads – e.g. Fettiplace Road – are narrow and carry bus traffic, and requesting that a one way arrangement is considered.</p> <p>Requests that the spine road within the Barton Park development is completed before any occupation so as to facilitate access to schools, shops and other amenities in Barton, thereby also helping integration of new residents into the area.</p>	<p>to the proposed 50mph speed limit and observations on the other proposals.</p> <p>A signalled crossing point would be available for pedestrians and cyclists.</p> <p>Noted – however these issues are not related to the specific proposals as detailed in paragraph 7 above</p>
Oxford City Council Planning	Strongly supports the creation of the proposed new junction as a vital element of the strategically important Barton Park development, and also the proposed 50mph speed limit.	Noted
Barton Community Association	Supports the proposed 50mph limit to reduce noise and air pollution, and requests speed cameras to help ensure good levels of compliance.	Noted – while not ruling out a future consideration of the provision of speed cameras here, their use would be reviewed taking account of the level of speeding observed after the introduction of the speed limit (if approved) , the safety performance of the road, and the availability of funding.

	<p>Queried the timing of the consultation on the proposals ahead of the outcome of the Town Green application being determined.</p> <p>Cannot support the proposed junction without being supplied information on the proposed bus routeing.</p> <p>Also queried the format of the consultation on the grounds that the documents supplied were not easily understood by those unfamiliar with maps etc.</p>	<p>Noted – however the introduction of the restrictions relating to the link road would be conditional on the outcome of the public inquiry and the decision of the Planning and Regulation committee on this matter.</p> <p>Noted – the junction is however critical to the viability of the development</p> <p>Noted – this will be considered for future consultations</p>
Resident of Meaden Hill (Chairman of NRA)	<p>Objects to the proposed 50mph speed limit and proposed new junction on the grounds of additional delays, noise and air pollution.</p> <p>Objects to the creation of the new link road to Foxwell Drive as it will remove the degree of shielding from the A40 provided by the existing hedge and fencing and thereby increase noise and air pollution and remove a much valued local amenity; the link road will also present a significant danger to children playing in the area.</p>	<p>While some increase in journey times in free flow conditions will inevitably result from a lower speed limit, the actual increase in journey times will be low; a 50mph speed limit applies on other parts of the Oxford ring road and there is evidence of improved safety, and lower speeds typically result in reduced noise and air pollution.</p> <p>The impact of the proposed link road is noted; however these issues are not related to the specific proposals as detailed in the report, but it is understood that representations on these have been made at the public inquiry on the Town Green application.</p>

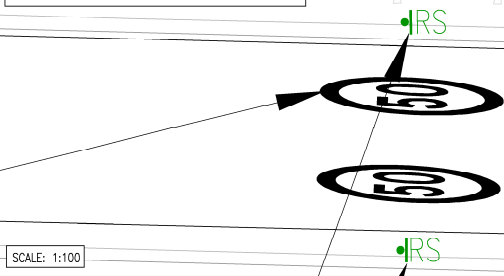
Resident of Carlton Road (Oxford)	Objects to the proposals on the grounds that a lower speed limit would increase journey times and reduce the attractiveness of the ring road, potentially increasing traffic in Headington, Marston and elsewhere in the city. If a link between the Barton Park development and Foxwell Drive is approved, a bridge or underpass would be preferable on safety grounds to the at-grade junction as currently proposed.	<p>Noted – see above comments relating to the proposals for a 50mph speed limit.</p> <p>Although journey times in free flow conditions will slightly increase, the bypass would continue to offer an attractive route for through traffic.</p> <p>While it is accepted that a bridge or underpass would likely provide an optimal safety performance, the additional costs would be very significant even if this were to be in practice a feasible option taking account of site constraints; additionally at grade crossings are typically preferred by pedestrians and cyclists.</p>
Resident of Northway Estate	<p>Concerned that the proposed 50mph limit will add to congestion and impact on other roads in the area.</p> <p>Concerned about the impact of additional traffic through the Northway estate if the proposed link road is approved on environmental and safety grounds (particularly in respect of children and other users of the recreation area and playground), partly as there may be a risk that in time other users – in addition to buses and pedal cycles – will be permitted or otherwise use the link road.</p>	<p>See above comments on the 50mph speed limit and link road.</p> <p>Although a future review of the use of the proposed link road cannot be ruled out, the proposals as advertised reflect the view that use by other users is not appropriate. Should this position ever change, a full public consultation would be carried out.</p>
Resident of Saxon Way	Concerned about the possibility of additional bus use of Saxon Way, noting that the current use creates noise / vibrations for residents.	Noted – it is not anticipated that the actual number of additional buses will be large.

Resident of Foxwell Drive	Objects to the proposed link road on the grounds of increased danger to pedestrians including children playing in the area, and a loss of environmental amenity, and also concerned that taxis and private hire vehicles would soon be allowed to use the road in addition to buses and cyclists.	See above comments on the link road, and possible changes in the future to the proposed restriction limiting its use to pedal cycles and buses.
Resident of Broadhead Place	Objects on the grounds that the proposed 50mph speed limit and new junction will increase delays to traffic and congestion, and increase the number of accidents, and also that measures such as camera enforcement will not in practice prove effective, therefore resulting in significant violation of the proposed access and turning restrictions here.	See above comments on the effect of the speed limit, and enforcement of the proposed restrictions. A new junction will inevitably create some additional delay and accident risk, but the design will seek to minimise this.
Resident of Broadhead Place	Concerned that the proposed new junction and 50mph speed limit will aggravate existing congestion and delays, and also that the works to create the new junction will result in a loss of a length of long established hedging with a negative impact on wildlife and the environment.	See above comments on the effect of the speed limit and junction, and enforcement of the proposed restrictions. The landscaping proposals aim to mitigate any adverse environmental impacts arising from the proposed creation of the junction and link road
Resident of Saxon Way	Objects to the proposals for the creation of a new junction and the link road on the grounds of increased flood risk, accident risk (including for domestic animals), environmental and habitat degradation from the loss of green space and hedging, air pollution, light pollution, noise and vibrations arising from traffic, and that the local road network within the Northway estate is not designed to accommodate the additional traffic, resulting in additional maintenance being required. Objects to the proposed 50mph limit on the grounds of the	See above comments relating to the creation of the proposed junction and link road, including the environmental impacts. The drainage design would seek to minimise the risk of flooding. See above comments relating to the proposed 50mph speed limit

	<p>likely non-compliance of the limit and increased accident risks, together with increased congestion and delays, noting also the objection of the police.</p> <p>Concerned that the notice of proposals did not mention the exemptions for emergency services to the proposed restrictions.</p> <p>Also expressed very strong concerns relating to planning and procedural issues over the proposed link road across the existing green space adjacent to Foxwell Drive.</p>	<p>Noted - however these issues are not related to the specific proposals as detailed in the report, but it is understood that representations on these have been made at the public enquiry on the Town Green application.</p>
Resident of Meaden Hill	<p>Objects to the proposed 50mph limit and new junction on the grounds of the impact on the already very busy A40, resulting in congestion and encouraging traffic to divert on to less suitable roads within Oxford. The proposals will result in additional noise and air pollution and loss of recreational space for residents of Northway, and an increased accident risk in particular for children playing in the area due to traffic using the link road.</p>	<p>See above comments on the 50mph limit proposals and the proposed creation of the junction and link road</p>
submitted via email	<p>Concerned that the proposals will significantly aggravate the existing congestion and air quality problems, and that the creation of the link road to Foxwell Drive will result in safety problems, especially for children playing in the area.</p> <p>Also expressed concern that the consultation on the restrictions specifically relating to the link road to Foxwell Drive were carried out ahead of the outcome of the public inquiry relating to the Town Green application.</p>	<p>See above comments on the 50mph limit proposals and the proposed creation of the junction and link road.</p> <p>Noted – however approval of the restrictions relating to the link road would be conditional on the outcome of the public inquiry and the decision of the Planning and Regulation committee on this matter.</p>

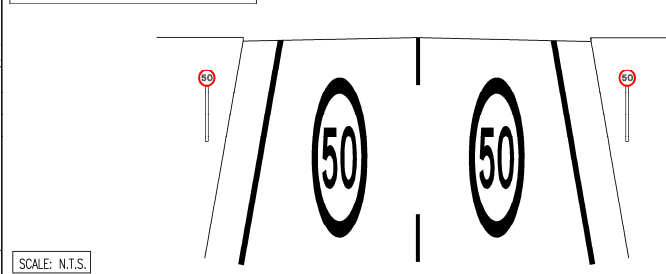


PLAN A: EXAMPLE OF 50MPH ROUNDELS (7500mm long) and 50MPH REPEATER SIGNS (450mm dia)



SCALE: 1:100

SECTION B-B: ELEVATION OF 50MPH REPEATER SIGNS AND ASSOCIATED ROAD MARKINGS.



SCALE: N.T.S.

DO NOT SCALE

- NOTES:
1. REFER TO SEPARATE SIGN SCHEDULE FOR DETAILS OF ALL SIGNS. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
 2. ALL TEMPORARY AND PERMANENT TRAFFIC SIGNS SHALL COMPLY WITH THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2007 AND ACCOMPANYING DOCUMENTS WHERE APPLICABLE - CHAPTER 3 OF THE TRAFFIC SIGNS MANUAL: REGULATORY SIGNS 1986, CHAPTER 4 OF THE TRAFFIC SIGNS MANUAL: WARNING SIGNS 2004 AND CHAPTER 7 OF THE TRAFFIC SIGNS MANUAL: THE DESIGN OF TRAFFIC SIGNS.
 3. ALL TEMPORARY TRAFFIC MANAGEMENT TO BE IN ACCORDANCE WITH CHAPTER 8 OF THE TRAFFIC SIGNS MANUAL.
 4. TRAFFIC SIGN POSTS TO BE INSTALLED IN ACCORDANCE WITH APPENDIX 12/1.
 5. PRIOR TO PLACING THE CONCRETE THE CONTRACTOR SHALL ENSURE THAT SIGN POSTS ARE VERTICAL AND CORRECTLY ORIENTATED.
 6. SIGNS SHALL ONLY BE FITTED AFTER ERECTION AND CONCRETING OF THE POSTS.
 7. THE MINIMUM CLEARANCE TO ANY PART OF A SIGN ASSEMBLY OR AN ILLUMINATED BOLLARD SHALL BE 450MM AND IN ACCORDANCE WITH THE MINIMUM CLEARANCES SPECIFIED IN THE TRAFFIC SIGNS MANUAL.
 8. EXACT LOCATION OF RELOCATED SIGNS AND POSTS SHALL BE AGREED WITH THE ENGINEER ON SITE PRIOR TO THE PREPARATION OF FOUNDATIONS/EXCAVATIONS AND SIGN ERECTION.
 9. FOR FURTHER DETAILS OF PROPOSED TRAFFIC SIGNS FOR THE A40 JUNCTION, REFER TO DRG. NO. 1200-1. FOR DETAILED DESIGN SIGN PARAMETERS REFER TO DRG. NOS. 1200-3 & 1200-4.
 10. REFER TO STREET LIGHTING DRG. NO. 1200-1 FOR DETAILS OF POWER PROVISION FOR ILLUMINATED SIGNS.
 11. FOR REMOVAL OF EXISTING SIGNS AND POSTS REFER TO DRG. NO. 1549-200-1.
 12. LOCATION OF MEASURES ARE INDICATIVE AND SUBJECT TO DISCUSSION WITH COUNTY COUNCIL AND POLICE.

REV	DATE	BY	DESCRIPTION	CHK	APP
1	18/09/2014	SAC	BRIDGE DECK REMOVED	1549	1200-2
2	20/09/2014	HP	DRAWING STATUS CHANGED, JUNCTION LAYOUTS ADDED	1549	1200-2
3	20/09/2014	CAW	INCLUSION OF ROUNDEL NOTES	1549	1200-2
4	12/10/2014	CAW	FINAL SCALE	1549	1200-2

DRAWING TITLE: TENDER DRAWING

WSP
Unit 9, The Chase, John Tate Road
Foxholes Business Park, Hartford G513 7NN
Tel: +44 (0)1992 526000 Fax: +44 (0)1992 526001
http://www.wspgroup.com

BARTON OXFORD LLP

TERENCE O'ROURKE

LAND AT BARTON, OXFORD

A40 CORRIDOR & PROPOSED ACCESS JUNCTION
SIGN LAYOUT & DESIGN

SCALE @ A1	CHECKED	APPROVED
SEE DWG	MPB	MJH
DATE	DESIGN/DATE	DATE
1549-1200-2.DWG	CAW	January 14
PROJECT NO.	PROPOSED NO.	REV.
11501549	1549-1200-2	D

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CMDE5

Divisions: St Clement's and Cowley Marsh
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CABINET MEMBER FOR ENVIRONMENT– 13 NOVEMBER 2014

PROPOSED PARKING RESTRICTIONS – VARIOUS LOCATIONS, OXFORD

Report by Deputy Director for Environment & Economy (Commercial)

Introduction

1. This report considers objections to a formal consultation on proposals to introduce parking restrictions in Reliance Way (off Cowley Road). Other restrictions consulted on at the same time either did not attract any objections or will be considered at another time..

Background

2. Parking restrictions at the entrance to Reliance Way (at its junction with Cowley Road) have been requested by County Cllr Azad in response to requests from some residents concerned about the danger and congestion caused by the parking which occurs there. The proposed restrictions to deal with this problem are shown in the plan at Annex 1.

Formal Consultation

3. In May/June 2014 formal consultation took place on the proposals, with copies of the draft Traffic Regulation Order, statement of reasons, and a copy of the public notice deposited for public inspection at County Hall, and at relevant local libraries. At the same time, the Council wrote to local residents and businesses affected by the proposed changes and public notices were displayed at each site and in the Oxford Times.
4. Four responses have been received which are summarised at Annex 2 along with officer comments. Copies of all the consultation responses are available for inspection in the Members Resource Centre.
5. Two residents object on the grounds that they do not believe that the parking causes any difficulties; they and the other respondents are also concerned that the proposals will simply move the parking into other parts of the estate. There is general comment there is insufficient parking in the area, leading to drivers leaving vehicles in inappropriate locations.
6. In response, whilst it is accepted that the proposals do not deal with the underlying issue of insufficient space for the number of vehicles that residents wish to park in the area, it is considered appropriate to introduce the restrictions in the section of Reliance Way which has the highest

traffic levels and which otherwise would be subject to danger and congestion. Requests for further restrictions in other parts of the road may be looked at in the future if the opportunity arises, but recognising that this would put further pressure on the available spaces.

Financial and Staff Implications (including Revenue)

7. The cost of the proposed work described in this report will be met from S106 funds for this area.

RECOMMENDATION

8. **The Cabinet Member for Environment is RECOMMENDED to approve the proposed parking restrictions for Reliance Way, Oxford as advertised.**

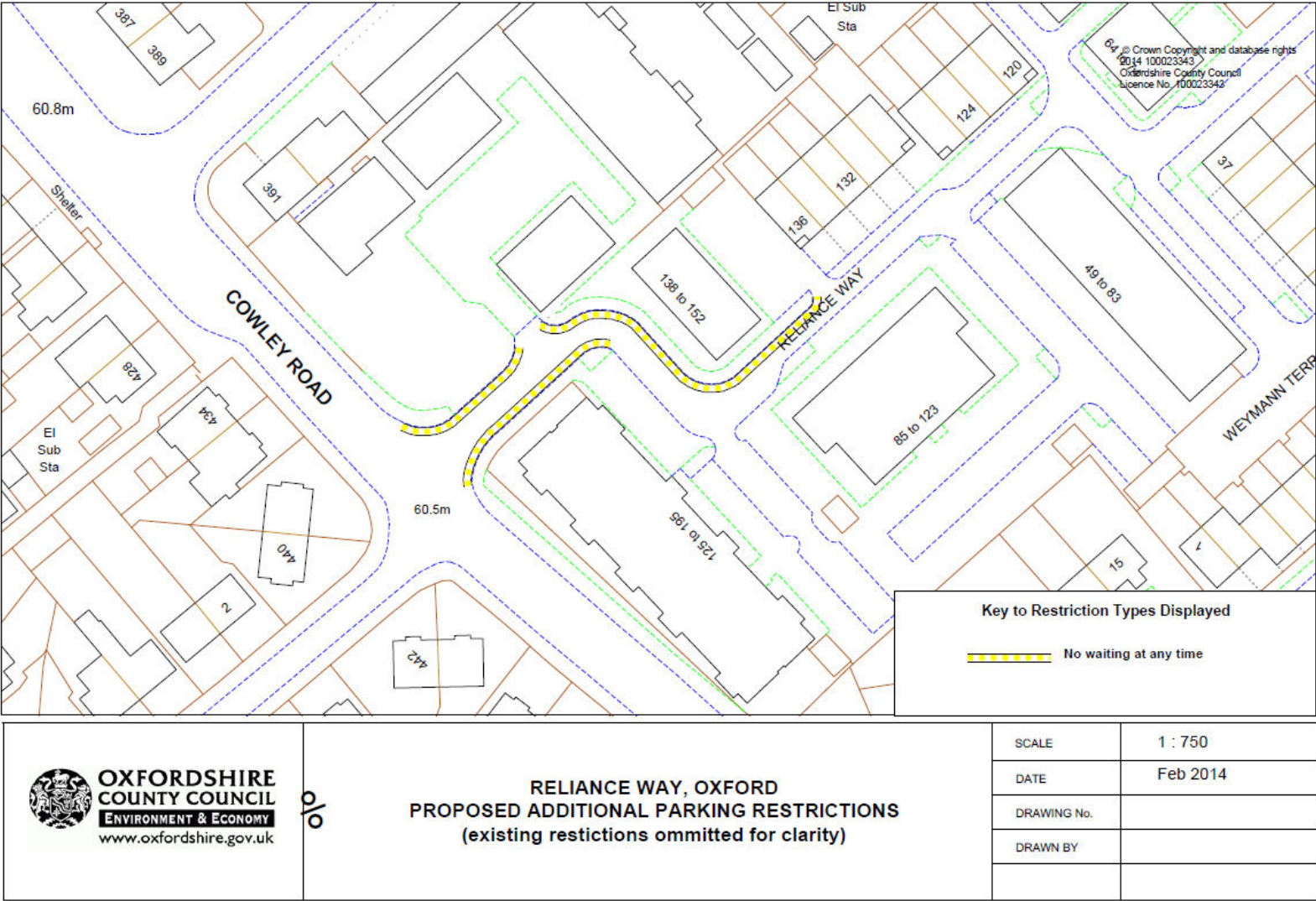
MARK KEMP

Deputy Director for Environment & Economy (Commercial)

Background papers: Consultation documentation

Contact Officers: Jim Daughton 01865 815803

November 2014



RESPONSES TO CONSULTATION

RESPONDENT	COMMENT	OFFICER RESPONSE
Resident (Reliance Way)	I agree that at times people can park irresponsibly at the entrance of the road but I do not find this to be a constant problem. There is insufficient parking for visitors on Reliance Way and I would be concerned that imposing these restrictions would simply move the parking problem either further into Reliance Way or onto the neighbouring streets. I therefore do not support these proposed changes.	There is a risk that the restrictions will simply displace the parking problem to other parts of the estate, but these proposals protect the busiest section of the road and the associated corners thus enabling free flow of traffic
Resident (Reliance Way)	Pleased to see a consultation about protecting the entrance to Reliance Way as it has been getting quite dangerous since the private enforcement stopped. In addition to what you are proposing, would you consider also protecting the couple of other areas where, if parking occurs, it makes it hard to pass in the square and very dangerous on the corner by no 49.	Extending the restrictions into other areas would require further consultation for which funding is not currently available.
Resident (Reliance Way)	Objects to the increased parking restrictions on the following grounds:- 1. There is no visitor parking anywhere in Reliance Way, despite there being many properties, which is a problem for many residents when they have visitors. 2. Does not believe that parking on the entrance road to Reliance Way causes any "congestion and danger" at all. There is plenty of space for vehicles to drive by, and does this every day. 3. Restricting parking here will only put pressure on other roads nearby as drivers seek to find spaces elsewhere to park. Had Reliance Way been better designed with more parking areas, then this would not be an issue. As it is, believes we should allow vehicles to park in the areas highlighted in your diagram.	Much of the parking in the estate is non-highway and does include spaces marked out for visitors Other residents and the local Cllr have reported that the parking does cause problems Extending the restrictions into other areas would require further consultation for which funding is not currently available.
Resident (Reliance Way)	Very pleased that the issue of parking in this area is being addressed. This is a worsening problem, with even large coaches using Reliance Way as a parking spot, further compromising the safety of residents and vehicles. Concerned that while the proposed restrictions are very welcome, they do not go far enough, and may simply push the problem further into Reliance Way. Can the restrictions please include a Notice that cars must be parked in assigned bays only (with failure to do so resulting in a penalty)?	Extending the restrictions into other areas or to require vehicles to only park in marked bays would require further consultation for which funding is not currently available.

CABINET MEMBER FOR ENVIRONMENT – 13 NOVEMBER 2014

HEADINGTON: LONDON ROAD SHARED USE FACILITY WHARTON ROAD TO STILE ROAD

Report by Deputy Director of Environment & Economy (Commercial)

Introduction

1. This report details the results of a public consultation on the proposal to implement cycle facilities on London Road, Headington, between Wharton Road and Stile Road. These proposals have been developed with consideration for the introduction of a new cycle facility on the same side of the road as the section between Gladstone Road and Wharton Road which were previously approved at the Delegated Decision Meeting of 27 February 2014. Some amendments have been made to the initial proposals in response to comments received and the report recommends that approval be granted to proceed to implementation. A plan showing the location and layout of the proposed measures and a plan with the amended proposals are attached at Annex 1: S000942/CON/000/001 and S000942/CON/000/001/REV1

Background

2. The Oxonbike cycle hire project, a key component of the Local Sustainable Transport Fund programme, has been extremely successful with over 200 members since the scheme was re-launched in – June 2014. This project seeks to utilise Local Sustainable Transport Fund funding restricted toward the provision of infrastructure improvements to support the cycle hire project.
3. There are approved forthcoming projects which will improve cycling facilities on the south footway of London Road from Green Road to Wharton Road with the introduction of an off road shared use facility. It is an extension of this facility that forms the basis of this report.
4. The main objectives of this scheme are to link the forthcoming facilities ending at Wharton Road to the existing cycle hire and racks outside St. Andrews School and to convert the existing crossing to a Toucan for easy access of these facilities from the west.
5. To support the above schemes a further Pelican crossing to Toucan crossing conversion is proposed at Barton Road to cater for the legal and safe crossing by cyclists. Improvements to signing and road markings to highlight a safe route for cyclists are also proposed (this part of the scheme had no objections nor comments).
6. The proposed facility will contribute to :
 - Increasing the numbers of people using the Oxonbike scheme and therefore travelling sustainably between and within the Thornhill and Headington localities with consequent benefits in terms of personal health,
 - Provision of a comprehensive cycle network in the area to enable access to employment, homes and services and
 - Reducing congestion and carbon levels

Consultation

7. Public consultation on the proposed footway and crossing conversions was undertaken between 15 September 2014 and 12 October 2014.
8. Consultation was carried out with emergency services, local County Councillors, Oxford City Council and road user groups. Residents, shops and schools within the length of the scheme area were also consulted as was the Local Mobility Issues Group. Copies of the public notice were posted on street furniture in the vicinity of the proposed scheme.
9. The objections received were based on;
 - i) The proximity to St. Andrews School Gates particularly around children's safety
 - ii) Opposition to the proposed unsegregated shared use facility including around crossing area.
 - iii) The cycle lane on the opposite side of the road and the bus lane are sufficient facilities for cyclists.
 - iv) Poor visibility coming out of vehicular accesses.
10. Following the initial objections to the scheme shown at Annex 2 drawing number: S-000942/CON/000/001, the proposals were amended in response to the safety concerns raised regarding children outside the school.
11. An amended proposal which ended the facility at the crossing (see drawing number: S-000942/CON/000/001/REV1) was issued 14 October 2014 to those that objected to the scheme inviting them to either withdraw their objection or to further comment on the revised plan.
12. Twenty (20) letters of representation have been received during the whole consultation process with six (6) in favour and fourteen (14) objections. Of the twenty (20) letters of representation received only seven (7) of them responded to the revised proposals.
13. Thames Valley Police did not object to the scheme but offered some comments on the use of signs and lines.
14. Of the responses received in favour, one was from a cycling group who was involved in the initial designs of the scheme another was a resident who objected to the initial proposals but withdrew objection after the proposal was amended, one from City Councillor for Quarry and Risinghurst and the other two from Oxfordshire County Council drainage and signals teams.

Officers Comment on Consultation Responses

15. This scheme links to other cycling facilities on London Road which will provide a cycle route from Green Road roundabout to Wharton Road and create easier access to existing cycle hire and parking facilities. Most of the responses expressed a wish for a segregated shared use facility along this section which is what is being proposed.
16. A summary of responses received along with officer comments is included in **Annex 3** to this report. Copies of the consultation responses are available for inspection in the Members' Resource Centre.

How the Project Supports LTP3 Objectives

17. The project meets Local Transport Plan 3 objectives, especially:
- a. Improving accessibility to work, education and services
 - b. Securing infrastructure and services to support development
 - c. Developing and increasing cycling and walking for local journeys, recreation and health.

Equality and Inclusion

18. The scheme proposals are not considered to have the potential to affect people differently according to their gender, race, religion or belief or sexual orientation, age or disability.

Financial and Staff Implications (including Revenue)

19. Staff resources from the Highways and Transport Service will be required to deliver the project.
20. Funding for the scheme is allocated Local Sustainable Transport Fund grant funding in financial year 2014/15.

RECOMMENDATION

21. **The Cabinet Member for Environment is RECOMMENDED to approve the conversion of the two Pelican crossings to toucan crossings at Barton Road and outside St. Andrews School and the conversion of the length of footway to shared use facility as shown in Annex 1: drawing number: S-000942/CON/000/001/REV1 and to progress to its delivery in 2014/15.**

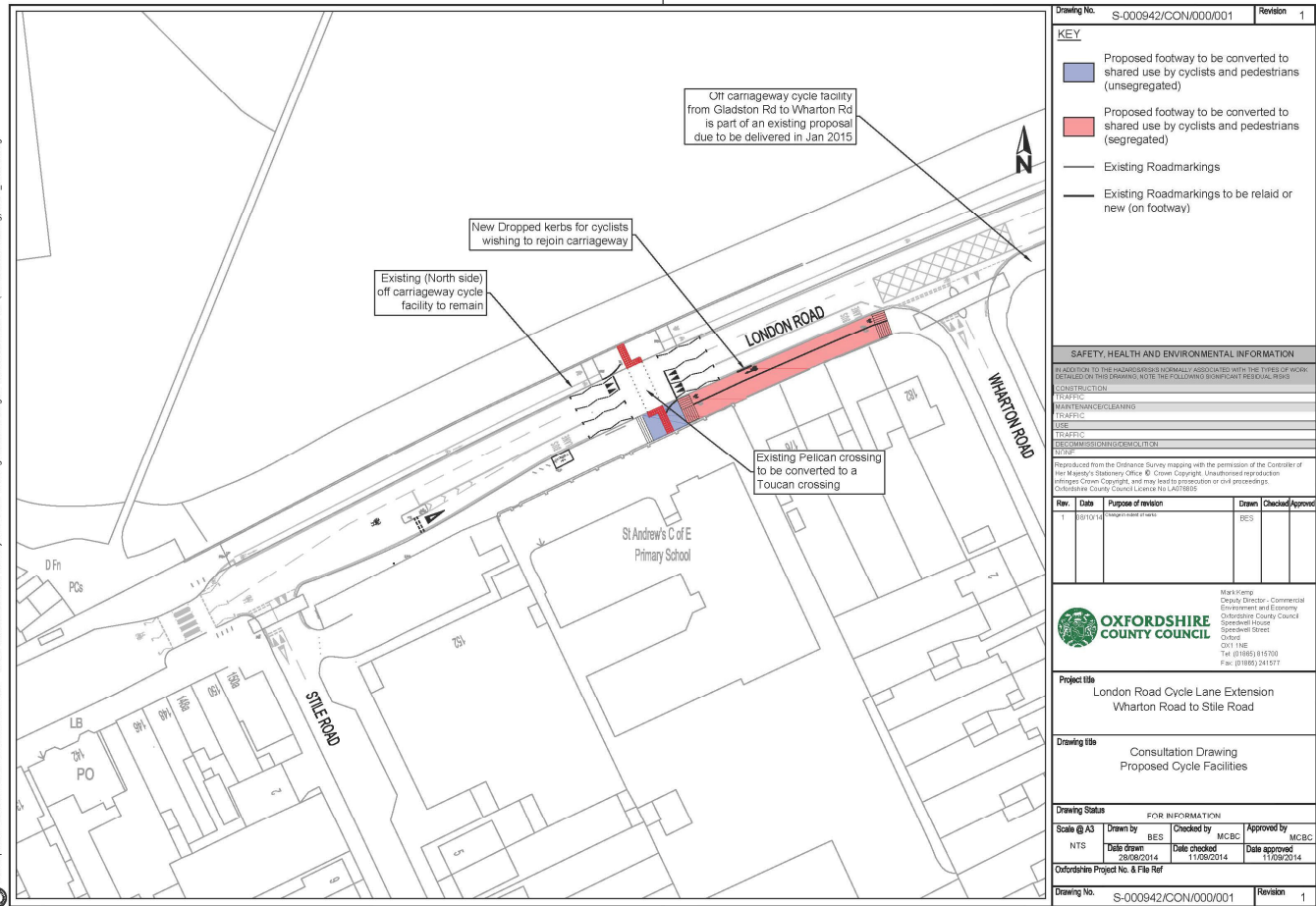
MARK KEMP
Deputy Director of Environment & Economy (Commercial)






Background papers: Consultation Documentation

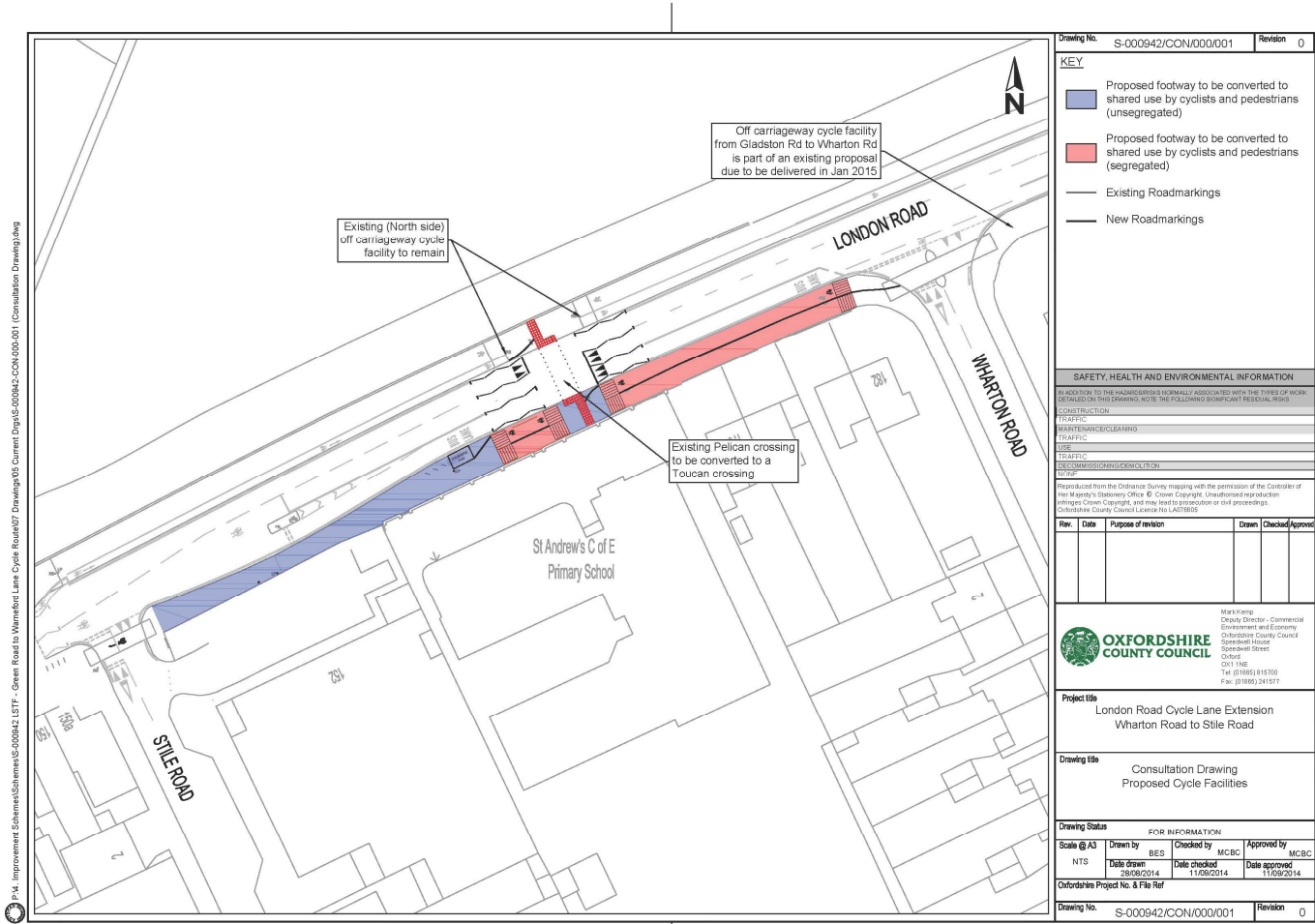
Contact Officer: Jim Daughton

November 2014

I:\14. Improvement Schemes\Schemes\S-000942.LSTF - Green Road to Wharford Lane Cycle Route\GIS-000942-CON-000-001 (Consultation Drawing)\REV1_resolving.dwg



Drawing No. S-000942/CON/000/001		Revision 1			
KEY					
	Proposed footway to be converted to shared use by cyclists and pedestrians (unsegregated)				
	Proposed footway to be converted to shared use by cyclists and pedestrians (segregated)				
	Existing Roadmarkings				
	Existing Roadmarkings to be relaid or new (on footway)				
SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION					
IN ADDITION TO THE HAZARDOUSNESS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDUAL RISKS:					
CONSTRUCTION					
MAINTENANCE/CLEANING					
TRAFFIC					
USE					
DECOMMISSION/DEMOLITION					
NOTES					
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Rev.	Date	Purpose of revision	Drawn	Checked	Approved
1	28/10/14	Design and detail	BES		
 OXFORDSHIRE COUNTY COUNCIL Mark Kemp Deputy Director - Commercial Environment and Economy Oxfordshire County Council Spenshall House Spenshall Street Oxford OX1 1HE Tel: (01865) 815700 Fax: (01865) 341577					
Project title London Road Cycle Lane Extension Wharford Road to Stile Road					
Drawing title Consultation Drawing Proposed Cycle Facilities					
Drawing Status					
FOR INFORMATION					
Scale @ A3	Drawn by	Checked by	Approved by		
NTS	BES	MCBC	MCBC		
Date drawn	Date checked	Date approved			
28/08/2014	11/08/2014	11/09/2014			
Oxfordshire Project No. & File Ref					
Drawing No. S-000942/CON/000/001		Revision 1			



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Summary of comments received during Consultation

Respondent	Support proposal	Comments	Officer Comments
Head Teacher – St. Andrew's School	N	<ul style="list-style-type: none"> - Objects to the proposal as the addition of cyclist on the pavement will increase risk to school children and their families especially on the unsegregated section. - Thinks the cycling facility on the opposite side of the road is sufficient or would like to see the footway narrowed and the cyclists use the road - Hazardous for vehicles exiting vehicular access to school. - Still objects to revised proposal unless adequate signing is provided. 	<ul style="list-style-type: none"> - The unsegregated section of footway from the crossing to Stile Rd has been taken off the revised proposals so no cyclist section proposed outside the school pedestrian access. - The pedestrian side of the segregation will be 3m wide allowing ample space for pedestrians at peak times and for full visibility for vehicular manoeuvres. - Facilities at opposite side of the road are for eastbound cyclists. - School and cyclist facilities signs will be provided in accordance to the regulations.
St. Andrew's School parent	N	<ul style="list-style-type: none"> - Speeding cyclists outside St. Andrews School will put her and her children at risk. - Thinks the other facility on the opposite side of the road is sufficient. 	<ul style="list-style-type: none"> - Revised proposal excludes cyclist facilities outside the pedestrian access to the school - Facilities at opposite side of the road are for eastbound cyclists. <p>(No response received to revised proposal).</p>
Unknown (Possibly St. Andrew's School parent)	N	<ul style="list-style-type: none"> - Objects to any cycling facility on the pavement – putting cyclist on the pavement is not a solution. - Feels the road surface should be better maintained instead. 	<p>(No response received to revised proposal).</p>
Unknown (Possibly St. Andrew's School parent)	N	<ul style="list-style-type: none"> - Cyclists facilities outside the school would be dangerous and would not be an action considerate of the local community. 	<ul style="list-style-type: none"> - Revised proposal excludes cyclist facilities outside the pedestrian access to the school. <p>(No response received to revised proposal).</p>

Respondent	Support proposal	Comments	Officer Comments
Chair of Governors – St. Andrew's School	N	<ul style="list-style-type: none"> - Objects to unsegregated section of the proposal. - Objects to cyclists mixing at the crossing. - Objects to the segregated section due to cyclist continuing with disregard and children not being respecters of white lines. - Cannot support a scheme which aims to promote the safety of one vulnerable group of road-users by compromising the safety of another – the children of St Andrew's School. 	<ul style="list-style-type: none"> - Revised proposal excludes cyclist facilities outside the pedestrian access to the school - The pedestrian side of the segregation will be 3m wide allowing ample space for pedestrians at peak times. - School and cyclist facilities signs will be provided in accordance to the regulations. <p>(No response received to revised proposal).</p>
Local Resident	N	<ul style="list-style-type: none"> - Objects strongly to the proposals as he feels there is poor visibility when turning his vehicle out of his driveway. - The bus lane when resurfaced can be used by cyclist. - Children will not adhere to the segregation. 	<ul style="list-style-type: none"> - There is 3 metres of pedestrian footway between the boundary fence and the segregated cycle lane, which should be ample space for motorists and cyclist to gain the visibility required.
St. Andrew's School parent	N	<ul style="list-style-type: none"> - Objects to any cycling facility on the pavement as there is a bus lane which can be used if resurfaced. - Objects to any cycling facility near a pedestrian crossing as they had an accident at the other side of the road. - The green phase of the crossing could be made longer. - "We would urge you to save your and our money on this proposal". - Still objects to revised proposal. 	<ul style="list-style-type: none"> - The cycle facilities sign just west of the pelican crossing (located on the white segregation line) at the north side of the road could be moved at the back of the footway, and with the help of extra white lining cyclist could be better directed towards the back of footway and not the crossing area though the crossing.

CMDE6

Respondent	Support proposal	Comments	Officer Comments
Chair of PTA – St Andrew's School	N	<ul style="list-style-type: none"> - Still objects to the revised proposal as it is unsafe for school children, and doesn't seem a good use of tight financial resources. - Feels even with the amendments cyclists will carry on regardless of signage, they could use the bus lane instead. 	<ul style="list-style-type: none"> - The pedestrian side of the segregation will be 3m wide allowing ample space for pedestrians at peak times. - A dropped kerb prior to the crossing will be provided to encourage cyclist traveling west to re-join the road.
County Councillor (Cllr Smith)	N	<ul style="list-style-type: none"> - Objects to proposals as shared footway will conflict with the pedestrian and vehicle movements from and to the school. - Proposed to widen the road if possible and have cyclist on the bus lane. 	<ul style="list-style-type: none"> - The pedestrian side of the segregation will be 3m wide allowing ample space for pedestrians at peak times and for full visibility for vehicular manoeuvres. <p>(No response received to revised proposal).</p>
St. Andrew's School parent	N	<ul style="list-style-type: none"> - Objects at a cycle path alongside the main entrance to St Andrew's School - Concerned about all vulnerable road users particularly the elderly from the nursing homes and sheltered accommodation in the vicinity 	<ul style="list-style-type: none"> - Revised proposal excludes cyclist facilities outside the pedestrian access to the school <p>(No response received to revised proposal).</p>

CMDE6

Respondent	Support proposal	Comments	Officer Comments
Councillors for Headington (Cllr Wilkinson and Cllr Khan)	N	<ul style="list-style-type: none"> - Objects to unsegregated section of proposal including around the crossing as is unsafe. - There is poor visibility driving out to the school and cyclist might encounter vehicles. - There is need for a clear stop point for cyclists to discourage them to carry on towards the shops. - Flashing signs drawing attention to the school would be welcome. - Could the road be widened to accommodate a cycle track away from pedestrians? 	<ul style="list-style-type: none"> - Revised proposal excludes unsegregated facilities outside the pedestrian access to the school - There is 3 metres of pedestrian footway between the boundary fence and the segregated cycle lane, which should be ample space for motorists and cyclist to gain the visibility required. - A "Cyclist re-join carriageway sign is to be provided at the crossing. - Standard school signs will be provided in accordance to the regulations. <p>(No response received to revised proposal).</p>
St. Andrew's School parent	N	<ul style="list-style-type: none"> - Objects to the proposals as add chaotic cycle and pedestrian mixing. - Daughter had an accident with cyclist at opposite side of crossing in 2010 - Feels cyclists should be segregated from the road and pavement. 	<ul style="list-style-type: none"> - Revised proposal excludes unsegregated facilities after the crossing - The cycle facilities sign just west of the pelican crossing (located on the white segregation line) at the north side of the road could be moved at the back of the footway, and with the help of extra white lining cyclist could be better directed towards the back of footway and not the crossing area though the crossing. <p>(No response received to revised proposal).</p>
Lyndworth Close Resident	Y	<ul style="list-style-type: none"> - Hopes the amended proposal works out. 	<ul style="list-style-type: none"> - Initially objected to scheme but withdrew after amended proposals.
OCC Drainage Engineer	Y	<ul style="list-style-type: none"> - Make sure to add additional gullies if there is ponding 	<ul style="list-style-type: none"> - The crossing is not to be changed only the signals. - No carriageway works would be done under this crossing conversion.

CMDE6

Respondent	Support proposal	Comments	Officer Comments
OCC Traffic Control Systems Manager	Y	- No objection	
Thames Valley Police	Y	- Please ensure that all lines and signs are in accordance with The Traffic Signs and General Directions 2002.	- All lines and signs to be in accordance with The Traffic Signs and General Directions 2002.
City Councillor for Quarry and Risinghurst (Cllr Sinclair)	Y	<ul style="list-style-type: none"> - Concern with segregation being clear and appropriate for disabled and children who find difficulties with mere marking on the pavement. - There should also be signage for cyclist to give priority to pedestrians. 	<ul style="list-style-type: none"> - Tramline tactile pavement to be used at start and end of segregation. - A give way line on the cyclist side could be added at the end of the segregation
St. Andrew's School parent	N	<ul style="list-style-type: none"> - Would like a barrier between the pedestrians and cyclists to protect children. - The cycle lane could be in the bus lane or a separate lane next to it. 	- A hard barrier would need more space.
Cycling Group Representative	Y	<ul style="list-style-type: none"> - Would like to see the Oxonbike rack moved further to a more suitable place and extend the segregated cycle lane beyond the crossing. - Would like to see directional signs on the cycle lane. 	- As footway narrows at bus gate, there is insufficient space for a segregated lane all the way to Stile Road.

CMDE6

Respondent	Support proposal	Comments	Officer Comments
St. Andrew's School parent	N	<ul style="list-style-type: none"> - Wants the proposal dropped as increases the chance of accidents outside the school. - Objects to the pelican to be converted as cyclist should dismount - The cycle facilities at the other side could be used. 	- Still objects to amended proposals.

CMDE7

Division: Otmoor

CABINET MEMBER FOR ENVIRONMENT– 13 NOVEMBER 2014

PROPOSED PARKING RESTRICTIONS – COACH HOUSE MEWS, BICESTER

Report by Deputy Director for Environment & Economy (Commercial)

Introduction

1. This report considers objections to a formal consultation on proposals to introduce parking restrictions in parts of Coach House Mews in Bicester.

Background

2. Coach House Mews is a cul-de-sac off London Road in Bicester, close to Bicester Town station, part of which has recently been adopted. The development it serves consists of over 50 flats with private courtyard parking. At the rear of the site there is a Home run by the Order of St John providing both residential and nursing care. Further development of the site is anticipated to take place.
3. The proposals in this report arise from concerns reported by the Police, some residents and the Home that the current uncontrolled parking in the road is dangerous and makes access to properties difficult. The issue has also been raised at the local Traffic Advisory Group. These problems are reported to be largely caused by commuter parking, particularly from the Talisman Business Park which is located on the opposite side of London Road.
4. Following discussions with the local Police, a limited parking scheme has been drawn up which prohibits parking at the London Road junction and at key points along Coach House Mews to ensure access to off-street parking areas. The proposals extend beyond the length currently adopted in preparation for future adoption, particularly as the curved section of road specifically services the Home. The proposed restrictions are shown in the plans at Annex 1.

Formal Consultation

5. In September/October 2014 formal consultation took place on the proposals, with copies of the draft Traffic Regulation Order, statement of reasons and a copy of the public notice deposited for public inspection at County Hall and Bicester Library. At the same time, the Council wrote to local residents and businesses affected by the proposed changes and public notices were displayed at each site and in the Oxford Times.

6. Six responses have been received from local residents objecting to or commenting on the proposals; the responses are summarised at Annex 2 along with officer comments. Copies of all the consultation responses are available for inspection in the Members' Resource Centre. In addition, Thames Valley Police have indicated their support for the proposals as has the manager of the Home.
7. One respondent has welcomed the proposals and another has indicated agreement but is concerned about parking for residents and visitors. The remaining four respondents are all strongly against the proposed restrictions on the grounds that by reducing the amount of space for vehicles to park without addressing the principle problem of commuter parking (generally assumed to be from the nearby businesses), the dis-benefit to residents, particularly those with more than one car in the household who have nowhere else to park and their visitors. Several respondents have suggested that Coach House Mews should become 'residents only'.
8. In response, whilst it is accepted that the proposals do not deal with the cause of the problem (i.e. the commuter parking) they have been developed in response to requests from various bodies to take action to control the effect of the problem. In recognition of the concerns of the objectors regarding the loss of space for residents and visitors to park, it is suggested that only the proposals within the length of road currently be implemented and the remaining restrictions do not proceed without a further review of the options for some form of residents parking scheme.

Financial and Staff Implications (including Revenue)

9. The cost of the proposed work described in this report will be met from revenue funds for this area.

RECOMMENDATION

7. **The Cabinet Member for Environment is RECOMMENDED to approve the proposed parking restrictions for Coach House Mews as advertised and amended as described in this report.**

MARK KEMP

Deputy Director for Environment & Economy (Commercial)

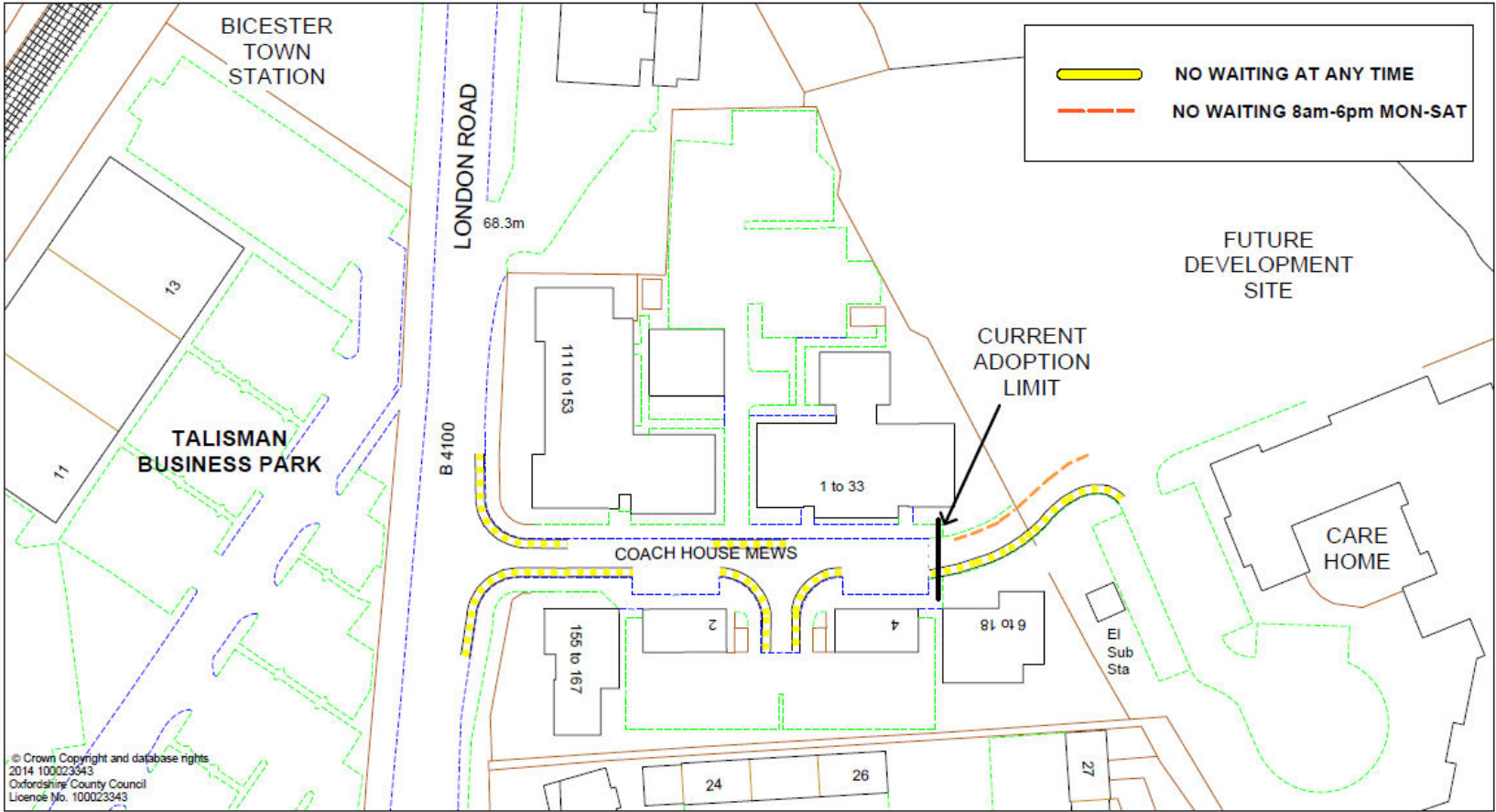
Background papers: Consultation documentation

Contact Officers: Jim Daughton 01865 815803

November 2014

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ANNEX 1



 OXFORDSHIRE COUNTY COUNCIL ENVIRONMENT & ECONOMY www.oxfordshire.gov.uk	PROPOSED PARKING RESTRICTIONS COACH HOUSE MEWS, BICESTER		SCALE	1 : 750
			DATE	Aug 2014
			DRAWING No.	
			DRAWN BY	

RESPONSES TO CONSULTATION

RESPONDENT	COMMENT
Resident of Coach House Mews	<p>I do not agree with the restrictions proposed.</p> <p>The main issue with the parking is that it is used heavily by the offices over the road. Therefore in the day it gets very busy to the point where residents can't park anywhere. Many residents will have 2 cars therefore need to use the space on the road for one car.</p> <p>Other than for the first 5 metres from the London Road junction (where there should be double yellow lines for safety) doesn't believe there is any reason to restrict parking as it is safe and necessary for residents.</p> <p>Another option to consider would be marked bays on the road with permits allocated.</p>
Resident of Coach House Mews	<p>Has a significant concern with the current proposal.</p> <p>90% of the traffic parked on the road does not relate to residents of the flats, in fact, they are often left to double park in the residents car parking areas as a result of traffic from other areas. The majority of the traffic on this street comes from workers at the buildings opposite.</p> <p>These proposals serve to reduce the number of places to park meaning that as a resident finding space for visitors will become even more difficult.</p> <p>With nearly Bicester Town Train Station due to re-open in summer 2015, no doubt with paid and display parking like Bicester North, rather than the free provision currently on offer there, demand for free places to park near the station will only increase.</p> <p>Suggests that the bays become permit holders only, in order to ensure that those of us residing in the residential building could use the space for our visitors to park; would not object to the fee which would be attached to this change if it meant that he did not frequently have to fight to park nearby his own flat.</p> <p>Acknowledge and welcome the idea that something needs to be done to this road, and welcome the addition of double yellow lines to prevent the frequent dangerous and inconvenient parking which occurs, believes the current suggestion to be ill-thought through.</p>

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Resident of Coach House Mews	<p>Strong objection to the proposal. The proposals do not consider the residents of Coach house Mews and their ability to park close to their homes</p> <p>The issues with parking and safety are caused by non-residents parking in the street.</p> <p>Many of the properties have more than one car – residents rent one parking space but there are no allowances for guests or second vehicles.</p> <p>Suggest the road becomes residents permits only which would significantly reduce the amount of cars parked without inconvenience for residents</p>
Resident of Coach House Mews	<p>Vehemently opposes the proposal.</p> <p>The problem for residents is that the unrestricted parking spaces are used by employees of the organisations across the road. The changes proposed will do nothing to stop these people parking and therefore do not address the issue at all. The restrictions proposed will have the opposite effect of reducing the number of available spaces and making it even more competitive. This is something which will worsen when the new Bicester Town Centre train station opens next year and additional flats are built here.</p> <p>For households with two cars the on street parking spaces are absolutely vital. There is only one space allocated to each property, even those with two bedrooms, and there is no where else within a reasonable walking distance for residents or visitors to park. The only way to improve the situation for residents is to make the road permit only, anything else worsens the situation rather than improving it.</p>
Resident of Coach House Mews	<p>Pleased to hear that at long last the council are proposing to restrict the parking in this vicinity. The area has become an overflow parking for the industrial area which is just opposite Coach House Mews. Am fully for this proposal and certainly do hope it will be implemented.</p>
Resident of Coach House Mews	<p>Fully agree with the proposed parking restrictions, however is concerned at the lack of parking for residents and visitors.</p> <p>At the entrance to Coach House Mews there are two small signs which states Residents Parking Only however there is no enforcement and employees from nearby offices leave their cars all day in Coach House Mews whilst at work.</p> <p>Many residents find once they leave, there are no parking spaces on there return, this situation will be made worse by the proposed measures. Parking in Coach House Mews should be for residents only and enforced.</p>

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Division: Kidlington South

CABINET MEMBER FOR ENVIRONMENT– 13 NOVEMBER 2014

PROPOSED PARKING RESTRICTIONS OXFORD ROAD SERVICE ROADS, KIDLINGTON

Report by Deputy Director for Environment & Economy (Commercial)

Introduction

1. This report considers objections to a formal consultation on proposals to introduce parking restrictions in several streets in the southern part of Kidlington, particularly along the service roads either side of A4260 Oxford Road.

Background

2. In response to requests from Gosford & Water Eaton Parish Council, some residents and Councillor Billington, and in the light of a new development at the Police headquarters building, proposals for restrictions to manage commuter parking along the eastern service road (in the form of a one-hour parking ban in the middle of the day) were formally consulted on during 2013. These proposals attracted a number of objections including from the Medical Centre, who were concerned about the possible effect on patients and staff, and from Kidlington Parish Council who were concerned that the proposals would exacerbate the similar problems existing on the western service road.
3. In spring 2014, following discussions with the local County Councillor and local people, new proposals were drawn up which included both service roads. These had as the core measure a limit on waiting of 3 hours during a 4 hour period in the middle of the day, in addition to areas of no waiting at any time to improve road safety and traffic flow. Informal consultation showed that while residents were generally in favour of the proposals, some of the businesses and residential properties above the Parade shops were not. Following further informal consultation the proposals were modified to include some areas of no waiting between 7am and 8am and a small area without restrictions. The final proposals are shown at Annex 1.

Formal Consultation

4. During September and October 2014 formal consultation took place on the proposals, with copies of the draft Traffic Regulation Order, statement of reasons, and a copy of the public notice deposited for public inspection at County Hall and Kidlington Library. At the same time, the Council wrote

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to over 300 residents and businesses affected by the proposed changes and public notices were displayed on site and in the Oxford Times.

5. A total of eleven responses were received. These are summarised at Annex 2 along with officer comments. Copies of all the consultation responses are available for inspection in the Members' Resource Centre.
6. Thames Valley Police do not object but raised a number of concerns about enforcement and the possibility that commuters might change their travel habits to avoid some of the restrictions. Both Gosford & Water Eaton and Kidlington Parish Councils support the proposals (the main Oxford Road in this area forms the boundary between the parishes). The former wishes to monitor the effectiveness of the proposals.
7. One business has objected on the grounds that, whilst there may be improvements for those visiting the business, there will be much less space available for all-day parking for staff. In response, the aim of this package of restrictions is to deal with the problems caused by commuter parking and free up space for customers to park close to the business. There will be spaces near to this business that will be available for unrestricted parking from 8am, specifically to allow for staff parking. Alternatively staff cars could be moved from one part of The Parade to another during lunchtime.
8. A resident of South Avenue has objected to the extension of the existing double yellow lines round from The Broadway junction as this will be inconvenient particularly in the evening and at weekends when there is no commuter parking issue. In response, there are road safety concerns about the effect of vehicles being parked too close to the junction. However, in the light of the resident's response it is suggested that the proposed extension to the double yellow lines be reduced by 50% which will still improve safety without excessive inconvenience to local residents.
9. Two residents of The Broadway have objected to the proposal to introduce echelon parking on the north side of the grassed area of The Broadway as they consider this will be dangerous. In response, it is considered that the road is sufficiently wide for this type of parking layout. Further, a similar arrangement already exists on the south side of the grassed area and Kidlington Parish Council specifically suggested that this be replicated on the north side.
10. Other respondents were either in support of the proposals, suggested minor changes or had concerns about the potential displacement effect of the proposals. These and other issues raised by respondents will be kept under review, particularly as parking patterns are likely to be affected by the opening of the new railway station at the Water Eaton site in autumn 2015.

Financial and Staff Implications (including Revenue)

11. The cost of implementing the proposals described in this report will be met from S106 funds for the area.

RECOMMENDATION

7. **The Cabinet Member for Environment is RECOMMENDED to approve the proposed parking restrictions for the Oxford Road service roads and adjacent streets in Kidlington, as advertised and amended as described in this report.**

MARK KEMP

Deputy Director for Environment & Economy (Commercial)

Background papers: Consultation documentation

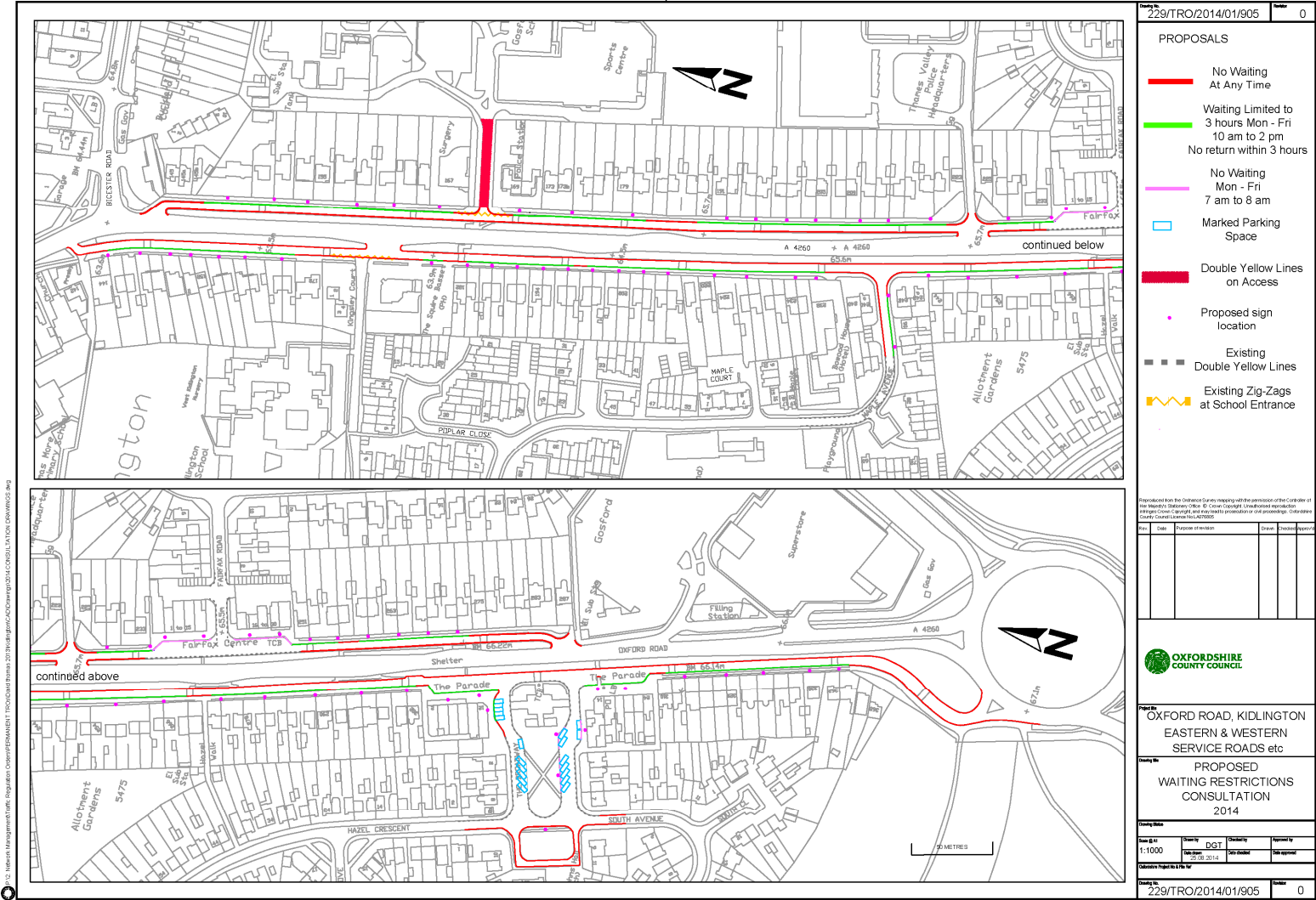
Contact Officers: Jim Daughton 01865 815803

November 2014

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ANNEX 1

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229/TRO/2014/01/905	0
PROPOSALS	
	No Waiting At Any Time
	Waiting Limited to 3 hours Mon - Fri 10 am to 2 pm No return within 3 hours
	No Waiting Mon - Fri 7 am to 8 am
	Marked Parking Space
	Double Yellow Lines on Access
	Proposed sign location
	Existing Double Yellow Lines
	Existing Zig-Zags at School Entrance
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Drawn	Checked
Drawn	Checked
Project: OXFORD ROAD, KIDLINGTON EASTERN & WESTERN SERVICE ROADS etc	
Drawing No: PROPOSED WAITING RESTRICTIONS CONSULTATION 2014	
Drawing Date:	
Scale: 1:1000	Author: DGT
Drawn: 20/03/2014	Checked: 20/03/2014
Oxfordshire Council No. 1/14/01/01	
229/TRO/2014/01/905	0

RESPONSES TO CONSULTATION

RESPONDENT	COMMENT	RESPONSE
Thames Valley Police	<p>Thames Valley do not object to the proposals but request that, should the measures be progressed, monitoring is undertaken as to objectives being achieved without regular enforcement.</p> <p>The one hour no waiting specifically in front of the shops 7-8am may address all day commuter parking but require occasional enforcement early and as it is near shift change times this may be difficult and more limited than the occasional ad hoc attention that may be expected in the circumstances in general.</p> <p>Local and regular commuters may also consider with flexible work time options, adjusting start times and so arrive after 8am and use the space all day. This scenario has occurred elsewhere in the TVP area where no waiting has then been adjusted to a recognised mid am /pm slot which is the norm in use of the commuter one hour plug.</p> <p>The extended length from 10-2pm no waiting extends the required enforcement window and may tempt some to use the space for the full length of available time which may decrease space turn over for business customers considered a specific intention for these proposals</p>	<p>If approved, the effect of the restrictions will be kept under review to ensure they are effective, particularly once the new station has opened at Water Eaton</p> <p>Noted. This will be another matter to be considered as part of a review</p> <p>The possibility that commuters will change their work pattern to suit parking availability is a possibility, but this can be kept under review</p> <p>Noted – however the current proposals have emerged from several rounds of consultation and may be the best compromise for the needs of the area, given the absence of civil parking enforcement.</p>
Gosford & Water Eaton	The Parish Council agree that under the circumstances through the various lengthy consultation processes which have taken place, the	It is accepted that the parking issues in this area will need to be kept under review to ensure they

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Parish Council	current proposals are the best solution which can be achieved. The Parish Council wish to monitor its effectiveness through a Parish Parking Forum, which consists of some local resident representatives, community police and Councillor members. This may lead to requests for some modifications to resolve any difficulties along roads in this Parish.	are effective, particularly once the new station has opened at Water Eaton. The form that review takes can be discussed separately.
Kidlington Parish Council	The Parish Council supports the submitted proposals on the grounds that something is being done to reduce commuter parking, but is concerned that the orders must not affect the livelihood of the shops and must receive police enforcement. The Council also wants to express its concern that there has been no pursuance of Civil Parking Enforcement for the area	Noted
Business owner, The Parade	<p>As a local business owner I understand and appreciate the need for some restrictions. In recent months we have noticed an increase in commuters parking in the bays at the front of our offices and along the service road. They will often arrive before 8am and then take the bus into Oxford, returning after 5pm. This creates a considerable inconvenience for many of the patrons of our business (Chiropractor), some of whom have limited mobility and need to park close to our premises. Many of the businesses have been active in monitoring which cars park in the bays for the day and, in several instances, we have placed polite notices on the cars to advise them that it is not for all day parking. This has proved very effective.</p> <p>Whilst limitations on waiting time will hopefully curb this practice, I have some concerns about the changes. As a business owner I park my car in one of the bays outside my premises all day. My overriding concern is that the restrictions will have an impact on my ability to conduct my business. I am sure you will suggest that I</p>	<p>The aim of this package of restrictions is to deal with the commuter parking problems described and free up space for customers to park close the businesses.</p> <p>There will be spaces near to this premise that will be available for unrestricted parking from 8am, specifically to allow for staff parking. Alternatively the car could be moved from one part of The</p>

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	<p>can move my car during lunchtime, but this would mean that there would have to be an existing space to move it to. If I move my car one space along the parking area, does this qualify or does it have to be into another area altogether?</p> <p>I am aware that permits seem to fall into the area of Civil Enforcement but this seems to be passing the buck at the expense of the local business owner. If there was a sign to say 'Permit Parking Only' in several bays, and the business owners displayed a permit it would be easy to police. Alternatively, when the police (or whatever enforcement officers) did decide to visit, then checking with the business owners to determine which vehicles belonged to them would only take moments.</p> <p>The proposal for marked parking spaces around the Broadway will not benefit us either. These bays are often filled by 7am and cars remain there all day.</p>	<p>Parade to another during lunchtime.</p> <p>The County Council has agreed with Thames Valley Police that, until Civil Parking Enforcement is introduced there will be no more permit parking schemes in Cherwell.</p> <p>Some of the spaces around the Broadway will be covered by the 7am-8am restriction so will be available after that time for staff parking</p>
Resident of South Avenue	<p>While in general agreement with the desire to restrict all day parking by commuters and the proposals to achieve that, I object to the changes to the east side of South Avenue adjacent to my own property.</p> <p>The proposed changes appear to go far beyond the objectives stated (restricting all day parking by commuters) by prohibiting parking at any time. It would pose an inconvenience both from the lack of ability to park adjacent to my house in the evening and weekends and I believe it would also push parking further down South Avenue which would be considerably more inconvenient and would block the view of drivers rounding the tight bend on South Avenue.</p> <p>I would be grateful if you would consider reducing the proposed restriction on parking in this area to only apply on Mon - Fri (either 7-8am as proposed for Broadway, or 10am-2pm as proposed for</p>	<p>Part of South Avenue was included in the scheme following representations during the informal consultation. Respondents commented that inconsiderate parking in South Avenue near the junction with the Broadway was leading to road safety problems. A comment was also received in an earlier consultation from another resident of South Avenue that the scheme should be extended further along South Avenue.</p> <p>Clearly there are conflicting views but on grounds of road safety it is considered that the section of double yellow lines in this part of South Avenue should be extended. However in</p>

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	the Service Roads) which would meet the objectives of stopping commuter parking without causing unnecessary inconvenience for local residents.	the light of this response it is suggested that there should be a 50% reduction in the proposed extension.
Two residents of The Broadway	We would strongly urge you to reconsider the proposal for echelon parking on both sides of The Broadway due to the narrowness of the road. We often have large vans parked here, and also the delivery of goods to the Dulux Decorators Centre by very large trucks which could cause severe congestion and danger for pedestrians etc. This type of parking will only create one more space than there is at present Furthermore, we fail to understand why there are no restrictions (No parking between 7 am - 8 am) on both sides of The Broadway as most commuters arrive about this time	In this setting, echelon parking is unlikely to be a significant safety issue – the road is sufficiently wide and speeds will be low. A similar arrangement already exists on the south side of the grassed area and the Parish Council suggested that this be replicated on the north side. The aim of having no restrictions in this small area is to provide parking for residents of the flats above the nearby shops who have no off-street parking
Resident of South Avenue	The parking restrictions will stop at the top of South Avenue, away from my house, yet I already have cars parking outside my house all day and people going to catch the bus – some cars park with no consideration partly blocking my access. My concerns are that by putting these parking restrictions in place only a certain way down South Avenue and Hazel Crescent it will cause the problem of parked cars to be pushed further down these roads . Has it been considered lifting the parking fees that currently operate at Water Eaton Park and Ride? These parking issues have only been occurred since this charge was put in place. The parking problems are only set to get worse once the new train station is up and running, which is also a great concern.	Part of South Avenue was included in the scheme following representations during the informal consultation. Respondents commented that inconsiderate parking in South Avenue near the junction with the Broadway was leading to road safety problems. A comment was also received in an earlier consultation from another resident of South Avenue that the scheme should be extended further along South Avenue. Complaints about commuter parking in this part of Kidlington pre-date the reintroduction of charges at Park & Ride
Resident of eastern service	I believe the overall plan is a good one although I wish to ask why suggested waiting restrictions apply only Monday to Friday. The	The principle aim of these proposals is to deal with commuter parking, hence restrictions

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road	situation is just as bad at weekends, with shoppers.	generally applying on weekdays only. It is accepted that the parking issues in this area will need to be kept under review to ensure they are effective, particularly once the new station has opened at Water Eaton – this will include the issue of weekend restrictions
Resident of eastern service road	I would like to put forward my complete joy at these proposals as each week passes it is becoming more of a problem, and would very much welcome these restrictions.	Noted
Owners of 16-30 Fairfax Centre	<p>I write in support of the proposals thus far, we first proposed some form of restrictions over 20 years ago.</p> <p>It all seems unnecessarily complicated - surely the easiest things would have been to have a Two Hour system all day - I am not one who thinks that everybody has the right to park on the public highway, simply because they live there - this is an issue that should be addressed by the planning office initially.</p> <p>The proposals do not solve the problem for the retailers at 16-30 Fairfax Centre, in that vehicles can still be parked all day after 8.00 am - so 'commuters' will still think they have a right to park outside of our businesses.</p> <p>In fact it will be worse, because you are giving some rights to the Parade side, which will simply force people to our side of the road - so making matters worse.</p> <p>I believe I can get sufficient support for restrictions of 3 hours for 16-30 Fairfax Centre, if you can help us to 'split' the area, I am pretty sure if you could do this, you would hear from the other side (1-55) very quickly that they would want this also.</p>	<p>It is accepted that the proposals are somewhat complicated but they are trying to provide parking for residents, their visitors and a range of different business needs without the flexibility that a permit parking scheme would give.</p> <p>If approved, the effect of the restrictions will be kept under review to ensure they are effective, particularly once the new station has opened at Water Eaton. The suggestions made by this respondent will be included in that review.</p>
Resident of Fairfax Road	My concern is that if there is no parking allowed in Oxford Road then it will come round to Fairfax Road and Hampden Drive. I can't even park outside my own home. Plus the people that park around	If approved, the effect of the restrictions will be kept under review to ensure they are effective, particularly once the new station has opened at

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	here park all day. I agree that the restriction is needed as trying to drive on the slip road is hard because people parking to catch the bus.	Water Eaton
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Division(s): All

CABINET MEMBER FOR ENVIRONMENT – 13 NOVEMBER 2014

HOUSEHOLD WASTE RECYCLING CENTRES – OPERATING, ACCESS AND WASTE ACCEPTANCE POLICY SECOND REVIEW

Report by Deputy Director for Environment & Economy (Commercial)

Introduction

1. Oxfordshire County Council (the Council) currently provides seven Household Waste Recycling Centres across Oxfordshire. These are provided for Oxfordshire householders/residents to dispose of household waste free of charge (with the exception of certain items of DIY waste and tyres which they are charged for). The sites are not for the deposit of commercial (trade) waste produced as a result of any commercial activity.
2. The operation of these sites is currently subcontracted to three operators, Viridor, FCC Environment and Weymouth & Sherborne Recycling.
3. The Council monitors and manages the existing contracts to ensure the Household Waste Recycling Centres are operated in accordance with EU and national legislation, health and safety requirements and within the terms of the Environment Agency permit.
4. The policy may be read in conjunction with the Van and Trailer e-Permit Scheme Policy

Exempt Information

5. No exempt or confidential information is involved.

Policy Background

6. The Household Waste Recycling Centres – Operating, Access and Waste Acceptance Policy defines the site rules and policies the Council currently has in operation at the Household Waste Recycling Centres. The purpose of the document is to clarify and ensure consistency across sites with particular regard to enforcement of all site rules and policies.
7. The policy is intended to provide one point of reference for employees of the Council, contractors and members of the public/site users.

Policy Amendments

8. The policy was revised and approved by the Cabinet Member for Growth and Infrastructure in March 2011. At the same time the Waste Management Group was granted the authority to make minor alterations to the policy.

9. This review is being undertaken in order to reflect changes to operations at the Household Waste Recycling Centres; namely the establishment of an Energy Recovery Facility at Ardley and transition to a paperless Van and Trailer e-permit scheme.
10. Wording throughout the document has been changed to reflect that residual waste is now being disposed of at the Energy Recovery Facility rather than at landfill. This has resulted in changes to how residual waste is separated at the Household Waste Recycling Centres and a new policy statement has been introduced to clarify arrangements for the collection of gas bottles at Household Waste Recycling Centres. This material can cause problems at the Energy Recovery Facility and it is important to set out the policy with regards to gas bottles (see Introduction and Policy Statement 9 at Annex 1).
11. The Van and Trailer Permit scheme is moving to a paperless e-permits system known as Van and Trailer e-permit scheme. The Waste Acceptance Policy has been updated to reflect this and also to take into account minor amendments to the scheme changed as part of a periodic review. The content of the Waste Acceptance Policy mirrors that of the new Van and Trailer e-permit scheme policy to ensure that all policies are accurate and up to date (see Policy Statement 2 at Annex 1).
12. Guidance on manual handling weight limits has been updated to reflect contractors own policies (see Policy Statement 4 at Annex 1).
13. A list of common household and garden chemicals has also been added to the document to clarify the sorts of items which can be accepted and to seek to avoid confusion (see Policy Statement 7 at Annex 1).

Communications

14. Contract managers and site staff will be fully informed of the changes and provided with an updated version of the policy.
15. The updated policy will be available for customers to view or download from the council website. A hard copy will be available on request.

Financial and Staff Implications

16. It is not anticipated that the amendments to the policy will have any effect on finance or staff.

Equalities impact

17. A social and community impact assessment for the Household Waste Recycling Centres was undertaken in 2013 and the amendments to this policy do not have any impact on that assessment.

RECOMMENDATION

18. **The Cabinet Member for Environment is RECOMMENDED to:**
- (a) approve the amendments to the Household Waste Recycling Centres – Operating, Access and Waste Acceptance Policy;**
 - (b) continue to authorise the Deputy Director for Environment & Economy (Commercial) in consultation with the Cabinet Member for Environment to make minor textual changes and amendments to the Household Waste Recycling Centre – Operating, Access and Waste Acceptance Policy from time to time for the purposes of clarification or, as the case may be, where necessary to comply with changes to applicable legislation, guidance or policy.**

MARK KEMP

Deputy Director for Environment & Economy (Commercial)

Background papers:

Van and Trailer e-Permit Scheme

Health and Safety Executive guidance and Environment Agency reports

Customer Satisfaction Survey 2013

Contact Officer:

Rick Smales

Waste Contracts Officer

01865 815349

rick.smales@oxfordshire.gov.uk

27 October 2014

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Oxfordshire County Council Waste Management Group

Household Waste Recycling Centres - Operating, Access and Waste Acceptance Policy

First version May 2011

Date	Version number	Summary of update
March 2012	2	To reflect Van and Trailer Permit Scheme review
December 2012	3	To reflect minor changes to the policy
October 2014	4	To reflect periodic policy review, transition to Van and Trailer e-Permit Scheme, Energy Recovery Facility contract .

Waste Management Group
Commercial
Directorate of Environment & Economy
Oxfordshire County Council



Alternative formats of this publication are available on request. These include other language, large print, Braille, computer disk or email.

**Oxfordshire County Council
Waste Management Group**

**Household Waste Recycling Centres -
Operating, Access and Waste Acceptance Policy**

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i. Introduction

- i. Under Section 51 of the Environmental Protection Act, Oxfordshire County Council (OCC) has a legal duty to provide a free domestic waste disposal route for Oxfordshire residents through Household Waste Recycling Centres (HWRCs).
- ii. OCC currently provides seven HWRCs across the county which are managed on their behalf by private contractors (see Annex 1). Any strategy reviews that materially affect this document will be subject to a policy review (periodic or extraordinary).
- iii. From 2014 residual waste from the HWRCs will no longer be taken to landfill. Residual waste from HWRCs will be taken to an Energy Recovery Facility (ERF) at Ardley to be treated and produce electricity.
- iv. This policy document has been developed for HWRCs with the following aims:
 - To control waste disposal costs to council tax payers by seeking to prevent the illegal use of HWRCs by traders and to prevent the depositing of commercial waste.
 - To maximise reuse and recycling at HWRCs.
 - To protect the health and safety of site staff and householders at HWRCs.
 - To maximise operational efficiency at the sites – in order to minimise waiting times and facilitate safe and efficient working practices.
 - To help protect the environment – by complying with all relevant legislation related to the disposal of waste.

ii. Disclaimer

- i. The contents of the policy are correct at the time of writing, and document control dates are shown on the front page of this document. However, OCC reserves the right to amend the policy at any time as required, to help ensure the safe management of and continued access to the HWRCs.
- ii. When charges apply for the acceptance of certain types of waste (i.e. DIY and tyres), these charges are subject to periodic review by OCC.

iii. Household Waste Recycling Centres - Users

- i. The primary purpose of HWRCs is to provide a facility for householders to deposit certain waste materials that may not otherwise be taken by the routine collection services provided by Waste Collection Authorities (WCA).
- ii. HWRCs are provided for the use of householders resident in Oxfordshire for the disposal of their own household waste.
- iii. As an exception, OCC may allow the disposal of household waste by an individual depositing on behalf of a friend or neighbour (resident in Oxfordshire), who is unable to transport the waste themselves, and who the

depositor is helping on a voluntary basis. In this instance the depositor may be asked to complete a disclaimer form verifying that the waste is not trade waste.

- iv. HWRCs **ARE NOT** provided for the disposal of commercial waste (also known as trade waste).
- v. Commercial waste comprises waste produced by a business or commercial activity even if this takes place within a home. For example, waste is not accepted if its collection and disposal form any part of a business type arrangement as this constitutes a commercial activity and hence commercial waste (see Policy Statement 5).
- vi. Landlords should note that waste produced from properties that are rented out and disposed of by, or on behalf of the landlord, is classed as commercial waste and as such must be disposed of via a legitimate commercial waste collection/disposal provider.
- vii. Waste generated by a business operating from home is also viewed as commercial waste and as such individuals must arrange a commercial collection.
- viii. The HSE guidance recommends that no more than 25kg should be lifted at a time as this reduces the risk of injury. The onus is customers to ensure they can lift and carry their own items from their vehicle and place in the containers. Where appropriate, such as helping a customer with a disability, site staff will assess the load based on individual lifting capacity.
- ix. Oxfordshire County Council may be able to accommodate visits from schools at certain HWRCs. Please contact the Waste Management Group on 01865 816043 or waste.management@oxfordshire.gov.uk to discuss this further.

iv. **Household Waste Recycling Centres – Access**

- i. There are restrictions on certain types of vehicles that may enter HWRCs for health & safety and operational reasons. Additionally there is a need to restrict access of commercial type vehicles and of trailers of a certain size to prevent unauthorised use of the HWRCs by trade persons or commercial enterprises. Oxfordshire County Council operates a Van and Trailer e-Permit Scheme. The terms and conditions of the scheme are included in Policy Statement 2 and the full policy can be accessed from the councils website. Key points include:
- ii. Householders who use a commercial-type vehicle or trailer of a certain bed length to dispose of their household waste will need to apply for a free e-Permit.
- iii. Vehicles over 3.5 tonnes when fully laden are not allowed on any of the sites.

General access conditions

- iv. Pedestrian access is not permitted onto any of Oxfordshire's HWRCs. This is because there are currently no segregated walkways to enable pedestrians to safely enter and exit the sites. This may be reviewed in future developments and site refurbishments should opportunities arise.
- v. The use of ramps and/or tipping mechanisms is banned on site. Any commercial-type vehicle or trailer which falls within the size restrictions (see Policy Statement 2), can use the site with an e-Permit, but cannot operate either a ramp or any mechanical function whilst on site, whether this is tipping or a tail lift mechanism.
- vi. HWRCs are open every day from 08:00 to 17:00 hrs except for Christmas Day, Boxing Day, and New Year's Day when they are closed. There may also be early closing at the HWRC sites on Christmas Eve and New Years Eve by arrangement with site management (please see Oxfordshire County Council website for details). HWRCs are open until 20:00 on Thursday evenings between 1 April and 30 September.
- vii. Householders arriving on site before the closing time will be permitted entry and allowed to deposit their waste. Householders arriving after closing time will not be permitted entry.
- viii. Depositing waste or recycling outside the gates or on the access road to an HWRC site is fly-tipping and as such may be subject to enforcement action.

v. Household Waste Recycling Centres - Types of Waste

- i. HWRCs are for the disposal of household waste only.
- ii. There are privately operated commercial waste recycling facilities adjacent to Redbridge and Ardley HWRCs.
- iii. HWRCs will only accept household waste of the type and amount associated with the conventional production from a household.
- iv. Individuals attempting to deposit large quantities of materials or items suspected to be commercial waste may be challenged by site management staff. Site staff may ask the depositor to complete a disclaimer form to confirm that the waste is household waste from their own home.
- v. If there are reasonable grounds to believe the depositor is operating in a business capacity or their waste is not household waste, that person may be refused access to deposit their waste, given advice and directed to leave the site.
- vi. Refusing to complete a disclaimer form fully, if requested, may also result in an individual being refused access to deposit waste.
- vii. OCC and its site management contractors may share information given on disclaimer forms (or any other relevant information taken on site) with Waste Collection Authorities, who may instigate action via the Council

Enforcement Officers to further ensure waste deposited at sites is household in origin.

- viii. A wide range of recyclable materials are collected at Oxfordshire HWRCs. The range of materials accepted varies from site to site due to factors such as health and safety, space/capacity, site permit and operational constraints. See Annex 2 for a full list of accepted materials by site. If the item is not listed in Annex 2, or householders are in any doubt, they should contact the Waste Management Team for advice on 01865 816043.

vi. **Information**

- i. The Council shall make available to site visitors a range of leaflets to provide relevant information on various aspects of Council policy and general recycling advice. Where appropriate, site staff will draw the visitors' attention to the availability of such information.
- ii. Further information about HWRCs and waste and recycling in general is also available via the Council's Waste Management pages at www.oxfordshire.gov.uk/waste or by calling 01865 816043.

vii. **Equalities**

- i. A Service and Community Impact Assessment (SCIA) has been carried out for the HWRCs, and this policy and accompanying procedures reflect the outcomes. If you would like a copy of the SCIA, please contact Waste Management by calling 01865 816043 or emailing waste.management@oxfordshire.gov.uk.
- ii. Alternative formats of this publication are available on request. These include other language, large print, Braille, computer disk or email.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 1: Maximising Recycling

- i. Oxfordshire County Council and its contractors are committed to seeking to maximise opportunities for recycling at HWRCs through the following means:
 - Provision of separate containers for a wide range of different materials.
 - Clear signage showing which materials can be placed in each container to help residents to sort their waste and to ensure the correct material is placed in the correct container.
 - Site staff to offer advice about separating materials on site.
 - Information about recycling is available online at www.oxfordshire.gov.uk/waste
 - Offering telephone advice about potential for recycling individual materials through the Waste Management Team on 01865 816043.
- ii. In order to maximise recycling rates at HWRCs, it is requested that householders sort all waste into the correct containers for recycling on site. Pre-sorting materials before visiting the site will make visits easier and quicker (see Annex 2 for acceptable recyclable materials).
- iii. In order to recycle as much as possible, and to ensure waste is deposited appropriately in accordance with legislation, site staff may either ask residents to open black bags during their visit, or may open black bags and sort the waste after it has been deposited. Only waste that is not able to be recycled elsewhere on site should be placed in the general waste container.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 2: e-Permit Scheme

Oxfordshire County Council's Van and Trailer e-Permit Scheme.

Section 1: Permits

- i. Householders who use a commercial-type vehicle or trailer of a certain bed length to dispose of their household waste will need to apply for a free permit in order to enter a Household Waste Recycling Centre (HWRC).
- ii. The old paper based permit scheme migrated to an e-Permits system in November 2014 from which time paper permits are longer issued or used. The e-Permit system brings significant benefits to customers and the council as it improves the service offered and simplifies the administration of the scheme by officers.
- iii. Each e-Permit allows 12 visits in total per year. No increase in the number of visits will occur before the 12-month period has ended, unless exceptional circumstances apply. A householder can choose when to use the visits, i.e. all in one month or spread over the year.
- iv. An e-Permit will automatically be renewed on its 'anniversary date' with the visits reset to 12 regardless of how many had been used. This is to remove both the administration burden at the end of the 12 months and the need for e-Permit holders to renew. e-Permits do not expire unless they have not been used for 24 months.
- v. The e-Permit applies to vehicle or trailer access to the HWRC and not the type of waste being carried. Therefore, site staff have the right to turn away a vehicle if it is suspected of carrying commercial waste, or to ask for a trade waste disclaimer form to be completed.
- vi. The permit is for vehicular access to the HWRC and not the type of waste being carried. Therefore, site staff still have the right to turn away a vehicle if it is suspected it is carrying commercial waste, or to ask for a waste disclaimer form to be completed.
- vii. e-Permits require the following information to be provided:
 - vehicle registration
 - household address
- viii. Only one e-Permit will be approved per address; if a household has more than one commercial-type vehicle they will have to decide which vehicle is most suitable for their use. There is no distinction made between which householder drives the vehicle. Commercial-type vehicles cannot be used to tow a trailer of any length.

Terms and Conditions

Customers are required to understand, accept and comply with the terms and conditions of the scheme at all times.

Vehicle size restrictions

The HWRC's have vehicle size restrictions in place due to manoeuvrability and health and safety considerations. Please note that we are unable to list each type of vehicle that is required to register for an e-Permit or is able to use the sites. Users of modified or bespoke vehicles, or where it is not clear if an e-Permit is needed or not, should contact the council to seek clarification.

Hired commercial-type vehicle or trailers

Commercial-type vehicles or trailers, hired by a householder to deposit household waste, for a period of three days or less are permitted to enter the HWRC without an e-Permit. The householder will be required to bring the hire purchase agreement and proof of address such as a current utility bill with them and present them to site staff upon arrival. The restrictions on the vehicle sizes, weight, trailer length and operating of mechanical functions' still apply.

For vehicle or trailer hire periods over 3 days, the vehicle will not be allowed to enter the HWRCs. However, in circumstances where the origin of waste is proven to be genuine household waste, the customer should contact the council to arrange temporary access. The customer will be requested to complete a waste disclaimer form on arrival.

Towing a trailer with a commercial-type vehicle

No trailers (regardless of size) are allowed to be towed onto site using a commercial-type vehicle.

Certain commercial-type vehicles are available in different models which may be the same size as a commercial type vehicle as defined within the policy, but would not require an e-Permit under the conditions of the scheme. For example, they will have rear seats or windows (unlike a commercial type vehicle that would require an e-Permit). Due to health and safety considerations around manoeuvrability, these vehicles may not be able to tow a trailer. This will be assessed on a case by case basis and householders will be contacted after applying for an e-Permit.

Vehicles that will not require an e-Permit

The scheme will not affect the majority of site users including customers driving the following vehicles:

- cars
- 4X4's (excluding pick-up trucks and certain types of 4x4's, see definition below of a commercial-type vehicle)
- people carriers
- mini buses under 3.5 tonnes laden and no longer than 5.8 metres (19 feet).
(Note: Minibuses are not allowed to tow trailers onto the HWRC sites)
- specially adapted vehicles for disabled users – a dispensation letter can be provided by Oxfordshire County Council, when requested by a householder

- camper vans – only camper vans up to the size of a transit van will be allowed on site (*Note: Camper vans are not allowed to tow trailers onto the HWRC sites*)
- bicycles and quad bikes
- hired commercial-type vehicle or trailers (hired for less than 3 days)

Vehicles that will require an e-Permit:

Commercial-type vehicles that require an e-Permit are any vehicles that are designed to carry goods, not people. This includes vehicles with any of the following: no rear windows (this means rear windows which are side-facing); no rear seats; an open back; a back which is separate to the main cab area.

- any vehicle that falls within the size requirements stated below:
 - no larger or longer than a long wheel base transit van
 - weigh 3.5 tonnes or less when fully laden
- 4x4 pick-up trucks

Vehicles that are banned from using any HWRC site:

- vehicles over 3.5 tonnes when fully laden (including mini buses)
- commercial-type vehicles towing trailers
- box and Luton vans
- camper vans larger or longer than a long wheeled based transit van
- vehicles with tipping mechanisms and ramps - the use of tipping mechanisms and ramps are not allowed on site. Any vehicle that falls within the size restrictions above can use the site with an e-Permit, but cannot operate any mechanical function whilst on site, whether this is tipping or a tail lift mechanism or ramp.
- tractors (there may be some concessions for those that are very small)

Horseboxes and trailers (including hired trailers)

Length of trailer bed	e-Permit required?
1.8 metres or less	No
6 feet or less	No
1.8 metres to 3 metres	Yes
6 feet to 10 feet	Yes
Over 3 metres	Not allowed onto HWRC
Over 10 feet	Not allowed onto HWRC

Householders who use horseboxes or trailers over 1.8 metres (6 feet) in length but less than 3 metres (10 feet) will be encouraged to visit the HWRCs during quieter periods. These are publicised on the council's websites and promoted during interaction with customers over the telephone, email and in person at HWRCs. Ramps cannot be used; waste should be unloaded via the side door.

The rules on towing with a commercial-type vehicle are unaffected by this change. The purpose of this condition is to cater for households with one or more vehicles that can tow the same trailer.

The admittance of minibuses and camper vans to the HWRCs

Only minibuses and camper vans under 3.5 tonnes laden and no longer than 5.8 metres (19 feet) in length are allowed on to site and will not require an e-Permit.

Minibuses and camper vans are not allowed to tow trailers onto the HWRC sites.

In the interest of clarity, a people carrier is not classified as a minibus.

Non Oxfordshire residents

e-Permits will only be granted to Oxfordshire residential households.

Disclaimer forms

Disclaimer Forms will continue to be used where the site staff cannot distinguish whether the waste is the result of commercial or domestic activity. Records will be maintained and will continue to be shared with the City and District Councils in case any enforcement action is required.

Excess garden waste

It is acknowledged by the Council that some properties in Oxfordshire have large gardens.

The Council strongly advocates home composting and promotes the use of district council kerbside garden waste collections.

In exceptional circumstances, where there is a proven need for additional visits to dispose of garden waste, an additional 6 visits will be granted for garden waste only. This would allow up to once a fortnight visit during the peak gardening season. Residents should contact the council to arrange these additional visits.

Site rules

Householders will be asked to comply with the site rules and Waste Acceptance Policy for the HWRCs in Oxfordshire. A copy of the current Waste Acceptance Policy is available to download from the council website or on request.

Householders who arrive at site in a commercial-type vehicle or towing a trailer without having applied for an e-Permit

A common sense approach will be taken. Householders without an e-Permit registered for their commercial-type vehicle or their trailer who didn't know about the scheme may be granted a grace visit. Site staff will record the registration number, request that the householder complete a Trade Waste Disclaimer Form and advise the householder to apply for an e-Permit. Upon receipt of the application the system will match up the grace visit to the vehicle and remove a visit. Should a householder not subsequently apply for an e-Permit and again arrive on site, they will be challenged and may be refused access until they have completed an e-Permit application.

Householders who do not have, or choose not to use their kerbside collection provided by the Waste Collection Authority (WCA)

Householders would need to provide details of their opt-out from the kerbside collection services. The Council would contact the relevant district council for confirmation. Upon receipt of satisfactory evidence, the Council will provide the equivalent number of visits to the householder as they would have received via a kerbside collection, which for all areas within Oxfordshire would be equivalent to once a fortnight or 26 visits in any 12-month period.

Householders would still be required to complete an e-Permit application and to declare it is solely for the disposal of their household waste. The Council would reserve the right to revoke the e-Permit if it was proven that commercial waste was being deposited.

Tractors and quad bikes

The typical size of a tractor does not allow for its safe movement and parking on the HWRCs, especially on smaller sites and it is not reasonably practicable to run the scheme by exception. Therefore tractors are not permitted onto the HWRCs in Oxfordshire. The Council would consider making a concession in cases where the tractor is exceptionally small and is the householder's only vehicle and it would remain the responsibility of the householder to contact us in advance. A tractor would not be allowed to tow a trailer.

Quad bikes are allowed onto the HWRC. They can tow a trailer but the same rules governing the use of trailers apply.

Procedure for Ministry of Defence (MOD) bases and property

Householders living on a MOD base or property are required to apply for an e-Permit if they own a commercial-type vehicle or a trailer with a bed length between 1.8m - 3m (6ft - 10ft) and wish to visit the HWRCs.

In circumstances such as service personnel being sent away on duty on short notice, the council will accommodate this as far as possible and authorise time limited access to a HWRC. Customers should contact the Waste Management Group in order to arrange this.

Procedure for Taxis

Waste legislation states that as a waste producer you have a duty of care to pass your waste to a suitably licensed carrier, or take it to a permitted site.

Therefore, when householders have waste to take to a HWRC they are classed as waste producers and can hire a taxi to take them and their waste to a HWRC. The waste producer then passes the waste to a suitable permitted facility (the HWRC).

Householders cannot pass waste to a taxi driver to take to any site (including HWRCs) without travelling in the taxi with the waste themselves. The taxi is not a licensed waste carrier and therefore cannot legitimately be passed the waste by the householder.

Taxis are able to access HWRCs without an e-Permit, as long as they have the person who produced the waste (the householder who is paying the fare) in the

vehicle with them. If they do not have the waste producer with them, they will be turned away.

If the taxi has waste from their own house, (and therefore the taxi driver is the one who has produced the waste, and they are not carrying a passenger) then they will need to complete a Disclaimer Form on each visit.

Larger taxis that have been adapted for disabled use are designed to carry people rather than goods and are not classed by the council under this scheme as commercial-type vehicles. They do not need an exemption letter to enter site, but need to follow the above guidelines depending on if they have the waste producer with them.

Table 1 - Vehicles that require an e-Permit.

Table 1: e-Permit requirements for vehicles

Vehicles that will not require an e-Permit:	Vehicles that will require an e-Permit:
cars	any van that falls within the size requirements stated below: <ul style="list-style-type: none"> no larger or longer than a long wheel base transit van weigh under 3.5 tonnes when fully laden
4X4's (excluding pick up 4x4's with an open back or separate cab)	4x4 pick up trucks with an open back or separate cab, closed rear sides and no seating throughout.
people carriers	trailers over 1.8 metres or 6 feet but less than 3 metres or 10 feet in length
trailers with a bed length up to 1.8m	horseboxes: two horse trailers, 1.8 to 3 metres (6 to 10 feet) in total length
mini buses under 3.5 tonnes laden and no longer than 5.8 metres (19 feet). (Note: Minibuses are not allowed to tow trailers onto the HWRC sites)	
specially adapted vehicles for disabled users – a dispensation letter can be provided by Oxfordshire County Council, when requested by a householder	
camper vans – only camper vans up to the size of a transit van will be allowed on site (Note: Camper vans are not allowed to tow trailers onto the HWRC sites)	
bicycles and quad bikes	
Vehicles which are banned from using any HWRC site;	
<ul style="list-style-type: none"> vehicles over 3.5 tonnes when fully laden (including mini buses) commercial-type vehicles towing trailers trailer with a length of over 3 metres or 10 feet 	

- box and Luton vans
- tipping mechanisms - the use of tipping mechanisms are banned on site. Any vehicle that falls within the size restrictions above can use the site with an e-Permit, but cannot operate any mechanical function whilst on site whether this is tipping or a tail lift mechanism
- camper vans larger or longer than a long wheeled based transit van
- horseboxes over 3 metres or 10 feet in length/ carry more than 2 horses
- tractors (there may be some concessions for those that are very small)

**Oxfordshire County Council
Household Waste Recycling Centres**

Policy Statement 3: Disposal of Waste by charities and other eligible organisations at Household Waste Recycling Centres

Under Schedule i and ii of the Controlled Waste Regulations a number of organisations (including charities) may be eligible to dispose of household type waste at HWRCs. This may be subject to change in the future.

These organisations are still subject to the HWRC vehicle restrictions as set out in Policy Statement 2 and need to apply for a Schedule ii permit before using the HWRC.

Please contact Oxfordshire County Council Waste Management Group on 01865 816043 or email: waste.management@oxfordshire.gov.uk to receive a copy of this policy and details of how to apply for an e-Permit under this scheme.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 4: Acceptance of “Do-It-Yourself” Type Waste (DIY)

Under the Controlled Waste Regulations 1992, waste that is generated through building or renovation work (construction and demolition) is classified as industrial waste, not household waste, even if it is generated by the householder in their home. This means that the Council does not have a duty to provide a free disposal point for such waste.

- i. The Council therefore seeks to control the amount of this type of waste accepted at HWRCs for the following reasons:
 - To control costs to council tax payers – construction and demolition waste tends to be a particularly heavy material. As waste disposal and processing are predominantly paid for by weight there would be a significant burden passed on to all council tax payers.
 - To prevent illegal use of the sites by traders – waste from works of construction and demolition is not household waste and illegal use of sites is a significant problem which these limits are designed to control.
 - To reduce congestion and improve health and safety on the HWRC sites – large volumes of DIY waste delivered loose to site take much longer to unload than ordinary household and recyclable wastes, and reduce capacity on site.
- ii. Examples of this type of waste include those listed in Table 2 below.
- iii. The Council is not imposing an outright ban on all construction and demolition waste as it is recognised that households do have a legitimate need to dispose of limited quantities of these types of materials. Since 2000, the Council has had a policy that allows small quantities of waste from small scale DIY activities carried out by householders themselves to be accepted through the ‘DIY 1,2,3 for free Scheme’. This scheme was reviewed and re-launched in Autumn 2010.
- iv. Under the scheme householders may dispose of up to 3 items of DIY type waste, or 3 sacks (80ltr) of DIY waste or plasterboard¹ in each 4 week period. This is the total amount allowed free of charge across all Oxfordshire HWRCs in each 4 week period.

Householders may dispose of further items, or equivalent 80ltr sacks, of waste but at a charge of £1 per item up to a maximum of 10 items (making a total of 13 items) in any 4 week period. Amounts of waste in excess of this will be considered to be commercial waste and should be disposed of by other means (see xii below).

¹ Please note plasterboard is only accepted at Ardley, Dix Pit and Redbridge HWRCs (see Policy Statement 6)

- v. DIY waste, such as rubble, soil or tiles, should be bagged into sacks (please see point viii and Table 2), with each 80ltr sack being equivalent to 1 item. Sacks a little over 80ltrs will be counted as 2 items. Waste presented in a large builders' style sack will be assessed and a decision made on an appropriate charge. If waste is not bagged it may lead to an inaccurate charge made to the householder (see point x below).
- vi. The HSE guidance recommends that no more than 25kg should be lifted at a time as this reduces the risk of injury. The onus is customers to ensure they can lift and carry their own items from their vehicle and place in the containers. Where appropriate, such as helping a customer with a disability, site staff will assess the load based on individual lifting capacity.
- vii. Any complete item as listed in Table 2 will be counted as 1 item.
- viii. Examples of types and quantities of waste acceptable equating to "1 item" under this scheme are listed below in Table 2.
- ix. OCC appreciate that some householders using a trailer or open backed vehicle for reasons of ease of loading and unloading, would prefer not to bag certain types of DIY waste (i.e. rubble, soil or tiles). If this DIY waste is presented unbagged or loose, then a flat rate of £5 per load will be charged, regardless of the size of trailer or open backed vehicle. Waste presented in this manner will be counted as 8 items (3 items for free under the 123 for free scheme, plus a further 5 x 80ltr sacks of DIY waste). Any additional 'items' carried by the householder or deposited within the same 4 week period, will therefore be charged at £1 per item, meaning that a maximum of 5 more items may be deposited within the period, up to the maximum of 13 items. Size and weight restrictions apply when accessing the site with trailers and vehicles and an e-Permit may be required (see Policy Statement 2).
- x. Charges will only apply to the items stated in Table 2 or waste presented as described in point viii above.

Table 2: Examples of items of DIY waste

Bath	Water tank	Complete window frame (no glass)
Toilet Pan	Standard door	Roll of carpet or roof felt – up to 3.5 metres*
Cistern	Kitchen unit (wall or floor)	Wash basin or kitchen sink
Kitchen Work top (max. length 3m)	80ltr sack of plasterboard**	80 ltr sack of DIY waste i.e. soil, rubble, tiles and inert.**
10 Carpet tiles or sections of carpet and/or roof felt smaller than 1.5m x 1.5m	Sheet of plasterboard up to 2m x 1m	3m piece of guttering or drain pipe
Shower door or shower tray	Radiator	

* any carpet rolls over 3.5 metres will be counted as 2 items

** sacks over 80ltrs in capacity will be counted as two items. This may constitute other DIY type waste not listed.

xi. **Garden DIY and soil**

A householder may deposit 6 panels of garden fencing, pallets or a garden shed free of charge per each calendar month. These items fall outside of the DIY 1,2,3 for free charging scheme.

Soil remains chargeable (see Table 2 and point ix)

xii. **Alternative Disposal Methods:** Householders with more DIY waste than can be accepted under the charging scheme must make alternative arrangements for disposal. Options may include:

- hiring a skip or hippo bag
- employing a licenced waste contractor
- using a public weighbridge at a commercial waste disposal or recycling facility.
- using the weighbridge at Redbridge, Ardley or Dix Pit HWRC²
- enquiring whether their local waste collection authority provide a suitable collection service

xiii. Householders are reminded of their 'Duty of Care' with regards to disposal of their waste. Householders should note that, if arranging alternative disposal, it is their responsibility to make any necessary arrangements and cover costs of disposal.

Duty of Care (Householders)

If you arrange for someone to take away any of your waste, you are required by Law to ensure that the person or company you are handing the waste to is legally authorised to take it, transport it and dispose of it safely.

For this, they need to be registered as a licensed waste carrier. You can check the list of registered waste carriers at: www.environment-agency.gov.uk or by calling 08708 506 506. It is prudent to keep a record of the waste carriers details including vehicle registration.

If your waste is fly tipped and you did not check you could be liable for a fine of up to £5000.

² A trade account would need to be set up at Ardley or Dix Pit

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 5: Commercial Waste

- i. HWRCs in Oxfordshire are provided for the disposal of waste from residents own homes only.
- ii. All businesses have a legal responsibility to ensure that business waste is stored, transported and disposed of without harming the environment. This is called a Duty of Care.
- iii. The Council's HWRC management contractor(s) have a contractual duty to challenge site users to establish the source of waste arriving at a HWRC. Where there is sufficient reason to believe that waste is from a commercial source, site management staff may not allow that visitor to deposit their waste or may ask for a disclaimer form to be completed. The information supplied may be passed to the relevant District Council Enforcement Officers for investigation.
- iv. Businesses should make their own arrangements for the collection and/or disposal of their waste either through their local Waste Collection Authority or a licenced waste disposal company. The Council can provide information to advise businesses of their obligations and possible methods for dealing with their waste. This is available online at www.oxfordshire.gov.uk/waste or by calling 01865 816043.
- v. The only sites linked to OCC HWRCs and their management contractors that are able to accept limited quantities of commercial waste are the commercial waste areas adjacent to Redbridge and Ardley HWRCs. These sites have a weighbridge and can accept non-hazardous commercial waste for recycling or disposal. There is a charge for this service and it is run entirely by private contractors, including the setting and collection of charges.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 6: Hazardous waste (Asbestos, Plasterboard and Engine Oil)

Asbestos

- i. Ardley, Dix Pit and Redbridge HWRCs are able to accept **sheets of cement bonded asbestos**. Limits and procedures for dealing with this type of waste are in place to protect the health and safety of residents and site operatives. Further information on asbestos is available via the Health Protection Agency website at:
<https://www.gov.uk/government/publications/asbestos-properties-incident-management-and-toxicology>
- ii. A maximum of 8 sheets (size 6' x 4') or equivalent (such as one water tank) are permitted to be disposed of in any one visit. It is deemed that normal waste production rates from a domestic household would not exceed 8 sheets over a one month period. Beyond this a customer may be asked to fill out a disclaimer form, or advised to find alternative disposal routes.
- iii. Asbestos sheeting must be wrapped in accordance with [HSE guidelines](http://www.hse.gov.uk/asbestos/index.htm).
<http://www.hse.gov.uk/asbestos/index.htm>
- iv. A summary of general advice and guidance is provided as follows:
 - wear a dust mask approved for asbestos;
 - wear disposable overalls and gloves;
 - keep other people away from the working area;
 - wet the material well with water containing a little washing up liquid; check that there is no potential for contact with electricity first;
 - always remove whole sheets or components; do not break them up;
 - double wrap all material in thick polythene (1000 gauge) and seal;
 - clean up all dust with a damp cloth and then seal it in a plastic bag whilst damp;
 - do not use a domestic vacuum cleaner as dust may pass through the filter.

(This is for guidance and is **NOT** an exhaustive list. Please visit the Direct Gov website at <https://www.gov.uk/search?q=Asbestos> for the most up to date information on dealing with non-licensable asbestos materials).

- v. Before visiting a site to dispose of cement bonded asbestos the customer must first telephone giving 24 hours notice to ensure the site is able to accept it, as the containers have limited space. The customer's name, address and telephone number will be required by site staff. Contact numbers: Ardley 01869 343459, Dix 01865 880782 and Redbridge 01865 721464.
- vi. At the HWRC the customer should report to the site office and follow the directions of the site staff. The customer will be responsible for removing the

material from the vehicle and placing it in the skip. To avoid bags breaking, material must be placed in the skip carefully and not thrown in. Material cannot be accepted on sites if it is too big for the container.

- vii. If a person has used a contractor or trades person to remove the asbestos material it is the responsibility of that contractor or trades person to dispose of this correctly and as commercial waste (see Policy Statement 5). Before hiring anyone to deal with cement bonded asbestos, it should have been established that they have the necessary licence and paperwork from the Environment Agency.
- viii. Further advice may be sought by contacting the Waste Management Group on 01865 816043 or emailing waste.management@oxfordshire.gov.uk.

Plasterboard

- ix. Plasterboard is not accepted at the ERF and is banned from landfill and must be separated for recycling.
- x. Plasterboard and other gypsum wastes are not defined as household waste and therefore OCC are under no legal obligation to accept this material at the HWRCs. However, we understand that some residents undertake DIY work and may have gypsum or plasterboard to dispose of.
- xi. Plasterboard can only be accepted at Redbridge, Dix Pit and Ardley HWRCs. At the HWRC, customers are obliged to observe signage and follow the directions of the site staff to ensure plasterboard is placed into the correct container.
- xii. Plasterboard falls within the DIY 1,2,3 for Free scheme. Policy Statement 4 contains information and details on any charges that may apply.
- xiii. In the event a person is unable to remove tiles, foam or other materials from the plasterboard they would need to contact a skip hire company, as the company used by the Council to recycle this material can accept clean plasterboard only. Plasterboard with other materials attached would lead to loads being rejected at the recycling facility.

Engine Oil

- i. Engine oil should be poured into the marked collection tanks at each HWRC. Used oil filters and oil containers should be deposited in the marked wheelie bins.
- ii. Oil should be presented at site in no more than 10 litre containers, due to the weight and the manual handling required to pour the oil into the tank.
- iii. A maximum of 25 litres of engine oil can be deposited per month.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 7: Hazardous waste (chemicals, solvents etc)

- i. Householders bringing chemicals to site must ensure that these are in sealed, undamaged containers. If the chemical is not in the original container and as such is not labelled, householders should clearly label the container according to their knowledge of the contents or the use of the product. In these cases site staff should be consulted before depositing. This is to help maintain the health and safety requirements of the site and aid the contractor in managing materials appropriately.
- ii. Householders must make site staff aware of any materials that may be considered hazardous. Site staff will then direct householders to the appropriate location for disposal.
- iii. It should be noted that items with the following symbol abbreviations cannot be accepted: C or "Corrosive" / E or "Explosive" / F+ or "Extremely Flammable" / F or "Highly Flammable" / O or "Oxidising". Full descriptions of the symbol abbreviations present on packaging are available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300062/LIT_5426_WM2.pdf
- iv. Chemicals can only be accepted in the quantities associated with typical use within the home. Where a person is moving into a new home, the clearance of chemicals from garages and sheds is the responsibility of the previous owner.
- v. Pharmaceuticals cannot be accepted on sites and should be returned to a pharmacy for safe disposal. Veterinary supplies also cannot be accepted and should be returned to a vets practice for safe disposal.
- vi. Ammunition and fireworks cannot be accepted at HWRCs. Please contact Thames Valley Police to arrange disposal of these items on 0845 850 5505.
- vii. Fire extinguishers can be accepted at HWRCs; however the following points must be noted:
 - All empty extinguishers must have their handles taped together;
 - Full/part-full extinguishers must have a safety pin in place;
 - CO2 extinguishers require a blanking cap if a swivel horn is not attached;
 - Extensively corroded extinguishers will not be accepted.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 8: Paint

- i. A ban on liquids entering landfill came into effect in 2007 as part of the Landfill Directive. Liquid waste is also not permitted at the ERF. Therefore HWRCs cannot accept the disposal of tins of liquid paint in the general waste container. The following rules must be adhered to depending on the type of paint tins presented:
 - Any empty and dry metal paint tins can be placed in the scrap metal container.
 - Any empty and dry plastic paint tins can be placed in the general waste container.
 - All water-based liquid paint must be made solid before visiting the site. This can be done by adding sand, soil or sawdust to the excess paint to ensure that it is not in liquid form. Any solidified tins of water-based paint can then be disposed of in the general waste container.
 - All **solvent** based liquid paint must be placed in the hazardous waste cabinets at the HWRC.
- ii. Householders must “solidify” tins of water-based paint using the above method before arriving at the HWRC. Householders attempting to dispose of tins of liquid paint will be refused permission by site staff with appropriate guidance for their next visit.
- iii. As paint is a difficult waste stream to dispose of, residents are advised to seek to minimise waste paint where possible. This includes minimising the quantities left over (by following guidance on amounts needed or coverage when purchasing) and seeking to facilitate reuse of any leftover paint in the community before disposal (for example by donating to a school, community group, or paint reuse project).
- iv. Further clarification can be sought by contacting the Waste Management Group on 01865 816043 or emailing waste.management@oxfordshire.gov.uk.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 9: Gas Bottles

- i Small gas bottles (e.g. calor gas bottles) can be accepted at the HWRCs for recycling. Householders must make site staff aware of any gas bottles they bring to a site. Site staff will then direct householders to the appropriate location for disposal.
- ii Gas bottles of all types (including helium, CO₂ and LPG) cannot be accepted in the general waste containers at the sites. Contents of the general waste containers are taken to an ERF which cannot process gas bottles.
- iii Gas bottles of any and all types **cannot** be accepted in any of the recycling containers at the sites including the metal containers.
- iv Helium canisters can be accepted in the metal skip **if** the seal has been broken and the content discharged.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 10: Tyres

- i. Tyres cannot be processed at the ERF and are not classified as household waste, therefore a charge may be made towards the cost of collection and disposal.
- ii. In order to discourage commercial tyre disposal at HWRCs, a limit has been put on the number of tyres that can be accepted to reflect that they are from a household source.
- iii. A householder can dispose of up to 4 car or motor bike tyres from a household source at an HWRC in any one visit. Visits to deposit tyres are limited to 2 per year.
- iv. Tyres with a hub rim of over 20 inches will not be accepted.
- v. A charge of £2.50 per tyre will be levied.
- vi. HWRCs will not accept any commercial or industrial type tyres.
- vii. Tyres from a push bike will be accepted free of charge. These should be separated from the main frame of the bike. A maximum of 4 bicycle tyres may be deposited a month.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 11: Exchange of Goods at Sites

- i. For operational efficiency, the exchange or sale of goods on site between individual householders is not permitted.
- ii. Once goods are placed in the containers or collection areas of the HWRC ownership of these goods passes to the Council's management contractor(s).
- iii. The Council encourages residents to consider whether their goods are in good condition and reusable before visiting HWRCs. Good quality and reusable goods should either be directed to one of the many reuse organisations or charities located within the County or traded / exchanged privately. Further advice about reuse can be found by visiting our website at <http://www.oxfordshire.gov.uk/waste>; contacting the Waste Management Group on 01865 816043 or emailing waste.management@oxfordshire.gov.uk.
- iv. A reuse trial is on-going at Alkerton and Stanford HWRCs. OCC introduced facilities for site staff to segregate re-usable items for resale on-site. Goods that are in an acceptable condition are stored separately on-site and the public are then able to buy these items.
- v. OCC supports the principle of reuse and recognises that being able to use items again is a better option than recycling them.
- vi. The reuse areas are run by the contractor who currently manage the sites and they determine the pricing structure. The contractor will provide information on the tonnage diverted from sites and income generated to help inform the Council's HWRC strategy.
- vii. Goods must be in a reasonable clean and working condition. The site staff will decide on the suitability of items for resale. Some items that can't be accepted for reuse are:
 - Electrical goods – (this is because at the moment there are no Portable Appliance Testing facilities on the sites)
 - Certain types of toys where it cannot be guaranteed that they meet safety regulations
 - Furniture without the correct fire safety labelling

Oxfordshire County Council Household Waste Recycling Centres

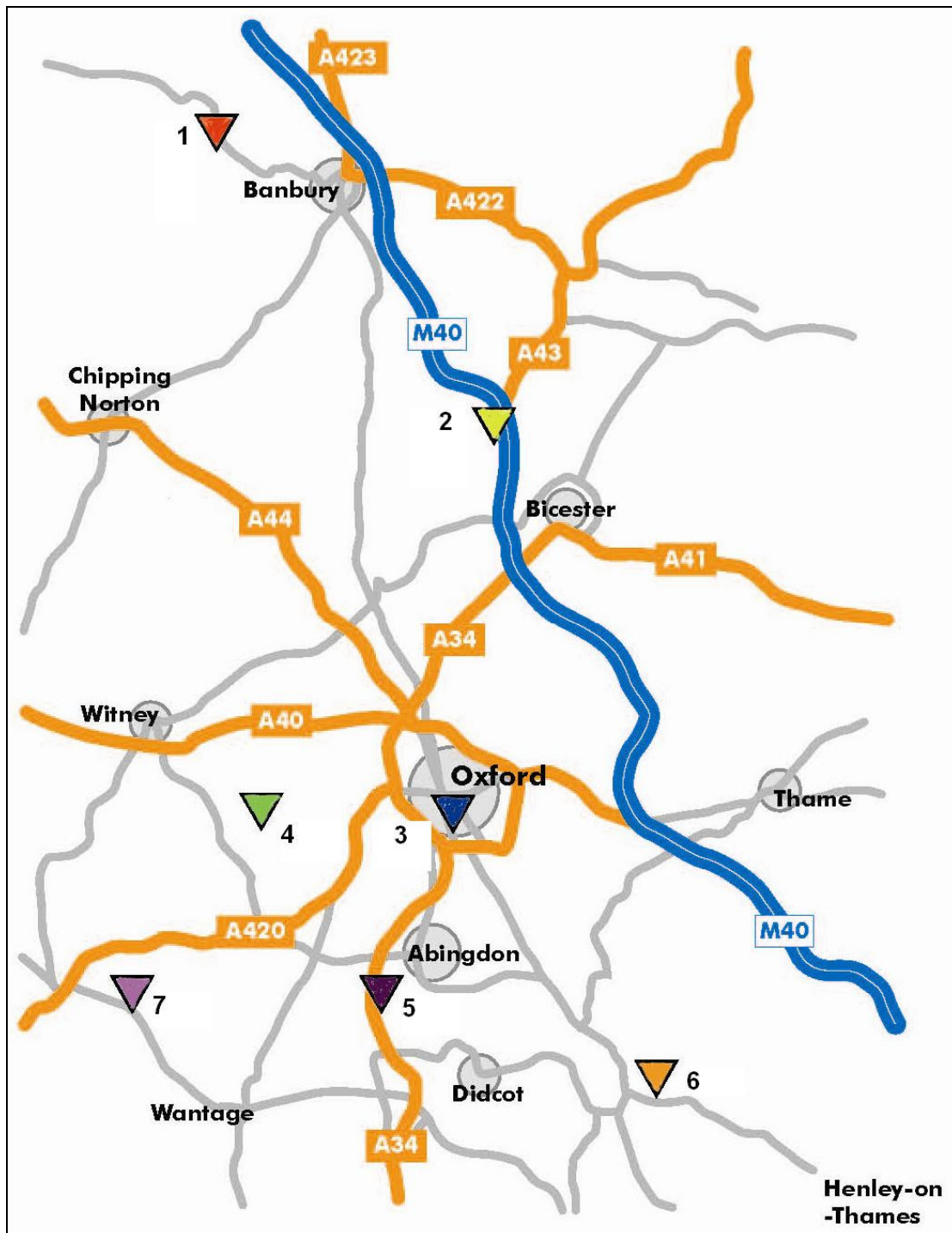
Policy Statement 12: Site Rules Enforcement

- i. **Health and Safety:** The Council and its site management contractors and staff shall operate the HWRCs in accordance with health and safety requirements, the Council's safety policy, and contractors' own health and safety operational rules.
- ii. Any visitors to any HWRC must comply with all such health and safety requirements, and must follow the directions of site staff in their application of rules. Failure to so comply may result in the person(s) being refused entry or directed to leave the site immediately.
- iii. One of the main risks to the health and safety of visitors on sites arise from traffic movements. Visitors must pay due care and attention, comply with speed limits and ask site staff if assistance is required when manoeuvring a vehicle. Whilst using the site, visitors should remain on any marked paths or walkways and not cross parking bays.
- iv. Visitors must follow all instructions from staff and on information signs.
- v. Children should remain in vehicles at all times or be suitably supervised. Any animals must remain secured in the vehicle.
- vi. No smoking will be permitted within the public areas of any HWRC. There are designated smoking areas for site staff.
- vii. Cars are parked at the customers own risk.
- viii. Suitable footwear should be worn at all times. Gloves are recommended for handling waste to prevent cuts and injuries.
- ix. Should a customer require assistance, they should alert a member of staff, either verbally or by sounding their vehicles horn.
- x. Waste should be segregated for recycling as far as possible and be deposited in the correct container.
- xi. We will not accept verbal or physical abuse of any staff. Visitors may be asked to moderate behaviour. Should such abuse continue, visitors will be asked to leave the site at the discretion of the site manager.
- xii. CCTV is installed to help ensure the health and safety of all site users.
- xiii. The Council shall fully support its contractors in their management of the site in relation to waste being deposited and interactions with site visitors where the actions of site operators have been reasonable and in accordance with the Council policy.
- xiv. **Operational Manoeuvres on sites:** When any containers on site are being manoeuvred, emptied or compacted, customers will be asked to wait to

access the site or to use the containers. Site staff shall endeavour to observe incoming visitors and as appropriate be proactive in advising waiting visitors of possible delays, requesting patience, and stressing the health and safety requirements on site that from time to time prevent faster throughput of visitors.

- xv. **Exceptional Circumstances:** A site shall only be closed in exceptional circumstances, such as inclement weather, serious health and safety risks, formal investigations, emergencies, in consultation with and ultimately with approval of, the Council. Any such closure shall be of as short duration as practicable and necessary and will be notified at the site and on the Council's website at the earliest opportunity.

Annex 1: Location and Addresses of Oxfordshire's HWRCs



1	Alkerton Household Waste Recycling Centre Alkerton OX15 6HZ (01295) 670648
2	Ardley Fields Household Waste Recycling Centre

	Brackley Road Ardley OX27 7PH (01869) 343459
3	Redbridge Household Waste Recycling Centre Abingdon Road Oxford OX1 4XG (01865) 721464
4	Dix Pit Household Waste Recycling Centre Linch Hill Stanton Harcourt OX29 5BB (01865) 880782
5	Drayton Household Waste Recycling Centre Steventon Road Drayton Nr Abingdon OX14 4LA (01235) 531281
6	Oakley Wood Household Waste Recycling Centre Henley Road Crowmarsh Nr Wallingford OX10 6PW (01491) 837430
7	Stanford in the Vale Household Waste Recycling Centre Faringdon Road Stanford in the Vale SN7 8LD (01367) 718804

For all general enquires please contact Waste Management Group on 01865 816043

Annex 2: Materials recyclable at Oxfordshire HWRCs

All materials are governed by the general policies in this document. However, some materials are subject to additional policies and guidance.

Materials accepted at each site may be subject to change. Please visit our website at <http://www.oxfordshire.gov.uk/waste> for the latest information or contact 01865 816043

HOUSEHOLD WASTE RECYCLING CENTRES IN OXFORDSHIRE

	Additional policies in place.	Alkerton	Ardley Fields	Dix	Drayton	Oakley Wood	Redbridge	Stanford
Aerosols		•	•	•	•	•	•	•
Aluminium Foil		•	•	•	•	•	•	•
Asbestos*	See Policy Statement 6 - Maximum of eight sheets (size 6' x 4') per visit. Visits limited to one per month.		•	•			•	
Batteries (car & h/hold)		•	•	•	•	•	•	•
Bikes - for third sector reuse		•	•	•		•	•	
Bikes - scrap metal		•	•	•	•	•	•	•
Bric a brac (for reuse on site)		•						•
Books		•	•	•	•	•	•	•
Cans		•	•	•	•	•	•	•
Cardboard		•	•	•	•	•	•	•
Chemicals*	See Policy Statement 7	•	•	•	•	•	•	•
Computers		•	•	•	•	•	•	•
DIY Waste*	See Policy Statement 4 - subject to "1-2-3 for Free" Policy	•	•	•	•	•	•	•
Electrical items		•	•	•	•	•	•	•
Engine oil and filters	See Policy Statement 6	•	•	•	•	•	•	•
Fridges & Freezers		•	•	•	•	•	•	•
Fluorescent Tubes		•	•	•	•	•	•	•
Furniture (for reuse)		•		•				•
Gas Bottles	See Policy Statement 9	•	•	•	•	•	•	•
Glass		•	•	•	•	•	•	•

Green Waste		•	•	•	•	•	•	•
Hardcore and rubble	See Policy Statement 4 - subject to "1-2-3 for Free" Policy	•	•	•	•	•	•	•
Light Bulbs		•	•	•	•	•	•	•
Mobile Phones		•	•	•	•	•	•	•
Oil Filters		•	•	•	•	•	•	•
Paint Tins (no liquid paint)	See Policy Statement 8 - no liquid paint is permitted at sites.	•	•	•	•	•	•	•
Paper		•	•	•	•	•	•	•
Plasterboard	See Policy Statement 6 - plasterboard cannot be disposed of in the general waste skip and therefore must be taken to a site with facilities.		•	•			•	
Plastics		•		•	•	•	•	•
Scrap Metal		•	•	•	•	•	•	•
Soil	See Policy Statement 4 - subject to "1-2-3 for Free" Policy	•	•	•	•	•	•	•
Televisions		•	•	•	•	•	•	•
Textiles		•	•	•	•	•	•	•
Timber/Wood		•	•	•	•	•	•	•
Tools (for reuse)							•	
Tyres*	See Policy Statement 9 - charged at £2.50 a unit, 5 tyres per visit and limited to 2 visits per year	•	•	•	•	•	•	•
* restricted amount								

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Division(s): All

CABINET MEMBER FOR ENVIRONMENT – 13 NOVEMBER 2014

VAN AND TRAILER PERMIT SCHEME THIRD REVIEW (VAN AND TRAILER E-PERMIT SCHEME)

Report by Deputy Director for Environment & Economy (Commercial)

Introduction

1. Oxfordshire County Council (the Council) currently provides seven Household Waste Recycling Centres across Oxfordshire. These are provided for Oxfordshire householders/residents to dispose of household waste free of charge (with the exception of certain items of DIY waste and tyres which they are charged for). The sites are not for the deposit of commercial waste produced as a result of any commercial activity.
2. The Van and Trailer Permit Scheme was specifically introduced to make sure that only household waste is deposited at the Household Waste Recycling Centres. Customers wishing to visit the Household Waste Recycling Centres with either a 'commercial-type' vehicle or a trailer between 1.8m (6 ft) and 3m (10 ft) long can apply for a free permit for a specified number of visits, allowing them access but preventing traders from entering the Household Waste Recycling Centres. The scheme was approved by the Cabinet Member for Growth and Infrastructure at a Delegated Decisions meeting on 15 July 2010 and was formally introduced on 1 November 2010.
3. This report is the third review of the scheme and outlines progress to date (notably the introduction of a 'paperless' system known as Van Trailer e-permit) with recommendations going forward.
4. The policy may be read in conjunction with the Household Waste Recycling Centres - Operating, Access and Waste Acceptance Policy

Progress to date

5. Oxfordshire continues to have the best recycling rate in the country, with a county wide recycling rate of nearly 60% for 2013/14. We are also very good at not producing waste and for 2013/14 had the lowest 'waste arisings' per person of any county.
6. There remains no evidence to link the scheme with fly tipping and the Waste Management Group works closely with other local authorities to monitor this.
7. The total number of permits approved since the schemes inception is in excess of 29,000. There are currently over 19,000 live permits (which equates to just over 7% of households in Oxfordshire). Only 7.5% of customers have

used all 12 visits allotted to a permit, which shows that this threshold is appropriate and allows householders enough visits.

Van and Trailer e-Permit Scheme

8. When the permit scheme was reviewed in 2012 a recommendation to move towards a 'paperless' scheme was agreed. This updated system, known as the Van Trailer e-permit scheme, is due to become operational at the beginning of November 2014.

Key changes:

- Paper permits will no longer be issued or required.
- Customers are able to check how many visits they have left online, by asking site staff or by contacting Waste Management Group.
- Permits will be automatically renewed after 12 months and are reset with 12 visits – customers will no longer need to contact Waste Management Group to renew their permits.
 - Permits automatically expire if they have not been used for 24 months – customers will receive a notification prior to the expiry of the permit.

Implementation:

9. Existing customer information will be transferred into the new system prior to it going live (planned for Tuesday 04 November 2014). Customers who have supplied email addresses will receive an automatically generated message confirming that the system has been updated, that their details have been transferred to the new system and that they no longer need to take their paper permit with them to the Household Waste Recycling Centre. Customers that had not provided an e-mail address will be contacted via letter.
10. Customers will still be able to apply for a permit online. Customers without internet or e-mail can still contact the Waste Management Group for an application form and a letter confirming the approval of the permit will be provided.
11. Paper permits will no longer be issued to customers.
12. On visiting a Household Waste Recycling Centre, the customer will either give site staff their permit number or vehicle registration. Site staff in turn will input the information into one of the on-site Blackberry's linked to the new system which will trigger an automated message to be sent to the customers e-mail address thanking them for visiting and informing them how many visits remain on their permit.
13. All customers will be able to check how many visits they have left by inputting their permit number or registration details at www.oxfordshire.gov.uk/vantrailerpermits, by asking site staff or by contacting the Waste Management Group on 01865 816043.

Financial savings and staff implications

14. As a result of decreasing visits and tonnage, savings during 2013 – 2014 of £350,000 can be attributable to the Van and Trailer Permit Scheme.
15. It is anticipated the transition to Van Trailer e-Permits will result in additional savings in the region of £9,000 per annum.
16. Although the change to the system is expected to result in a higher volume of calls and customer queries initially, the resource allocated to administer the scheme ultimately is anticipated to reduce from 0.35 Full Time Equivalent to 0.2 Full Time Equivalent.
17. The enhanced e-Permit scheme, therefore, will bring significant benefits to the Council; realising time and cost savings through the reduction in manual administration of the preceding paper based permit scheme.

Customer satisfaction

18. From January 2014 to date there have been only 3 complaints recorded about the scheme. The number of complaints compared to the number of permits issued is evidence of the scheme's continued success. Where appropriate, proposals raised in these complaints have been considered as part of this review.
19. Customer satisfaction surveys are carried out annually at the Household Waste Recycling Centres. The most recent surveys carried out in October 2013 at all seven Household Waste Recycling Centres show a very high percentage of overall satisfaction across a number of categories.
20. Customers with a permit were specifically asked if they had any comments about the scheme. Only one customer complained that it did not allow them to tow a trailer with a commercial-type vehicle. Most customers reported that they found the scheme easy to use and that it had not restricted their ability to use the Household Waste Recycling Centres.
21. In the future, Waste Management Group will continue to carry out annual customer surveys in order to gather feedback to meet the Council's customer satisfaction key performance indicator relating to customer satisfaction at Household Waste Recycling Centres. This will also include questions on the Van and Trailer e-Permit Scheme so that Waste Management Group can monitor and ensure ease of use of the scheme for customers, and to obtain further feedback. An online feedback form and on site comments cards are also permanently available.
22. The e-Permit scheme will bring significant benefits to customers as it will improve the service offered to the customer and simplify the administration of permits by officers. The potential for discrepancy and dispute due to a mismatch between the old paper permit and the council's updated e-Permit system will be eradicated; the customer will no longer need to worry about

losing a paper permit and the system is able to automatically update customers by email with their usage and current balance.

Conclusion

23. The Van and Trailer Permit Scheme in essence works well as an established and successful system. The updated Van Trailer e-permit system will build on this and generate resource savings as well as providing a more user friendly service for customers and officers. The updated policy can be seen at Annex 1 with Policy amendments described at Annex 2.
24. Terms and conditions have been amended to both remove clauses that no longer apply and reword as necessary and re-ordered to a logical sequence. The updated Terms and Conditions can be seen at Annex 3.
25. The Council will continue to listen to the site users and seek to address and implement where possible suggestions raised through this review process. Legislation states that the Council cannot restrict residents' entitlement to bring household waste to a Household Waste Recycling Centre. The Van and Trailer Permit scheme has, however, restricted the opportunities for potential and actual abuse of the sites.

RECOMMENDATION

26. **The Cabinet Member for Environment is RECOMMENDED to:**
 - (a) **approve the Van and Trailer e-Permit scheme as a continuing and effective method for policing the Household Waste Recycling Centres in order to prevent trade waste from entering;**
 - (b) **approve the amendments to the Van and Trailer e-Permit Scheme as set out in Annex 2 to this report;**
 - (c) **approve the updated terms and conditions in Annex 3 to this report;**
 - (d) **allow the Deputy Director for Environment & Economy (Commercial) in consultation with the Cabinet Member for Environment to make minor textual changes and amendments to the Van and Trailer e-Permit scheme from time to time for the purposes of clarification or, as the case may be, where necessary to comply with changes to applicable legislation, guidance or policy**
 - (e) **to conduct a further review of the scheme within 3 years from the date of this report.**

MARK KEMP

Deputy Director for Environment & Economy (Commercial)

Background papers: Household Waste Recycling Centres - Operating, Access and Waste Acceptance Policy

Contact Officer:

Rick Smales - Waste Contracts Officer

01865 815349

rick.smales@oxfordshire.gov.uk

27 October 2014

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ANNEX 1

Oxfordshire County Council's Van and Trailer e-Permit Scheme Policy Outline

Section 1: e-Permits

Householders who use a commercial-type vehicle or trailer of a certain bed length to dispose of their household waste will need to apply for a **free** e-Permit in order to enter a Household Waste Recycling Centre (HWRC).

The old paper based permit scheme migrated to an e-Permits system in November 2014 from which time paper permits are longer issued or used. The e-Permit system brings significant benefits to customers and the council as it improves the service offered and simplifies the administration of the scheme by officers.

Each e-Permit allows 12 visits in total per year. No increase in the number of visits will occur before the 12-month period has ended, unless exceptional circumstances apply. A householder can choose when to use the visits, i.e. all in one month or spread over the year.

An e-Permit will automatically be renewed on its 'anniversary date' with the visits reset to 12 regardless of how many had been used. This is to remove both the administration burden at the end of the 12 months and the need for e-Permit holders to renew. e-Permits do not expire unless they have not been used for 24 months.

The e-Permit applies to vehicle or trailer access to the HWRC and not the type of waste being carried. Therefore, site staff have the right to turn away a vehicle if it is suspected of carrying commercial waste, or to ask for a trade waste disclaimer form to be completed.

The permit is for vehicular access to the HWRC and not the type of waste being carried. Therefore, site staff still have the right to turn away a vehicle if it is suspected it is carrying commercial waste, or to ask for a waste disclaimer form to be completed.

e-Permits require the following information to be provided:

- vehicle registration
- household address

Only one e-Permit will be approved per address; if a household has more than one commercial-type vehicle they will have to decide which vehicle is most suitable for their use. There is no distinction made between which householder drives the vehicle. Commercial-type vehicles cannot be used to tow a trailer of any length.

Terms and Conditions

Customers are required to understand, accept and comply with the terms and conditions of the scheme at all times.

Vehicle size restrictions

The HWRCs have vehicle size restrictions in place due to manoeuvrability and health and safety considerations. Please note that we are unable to list each type of vehicle that is required to register for an e-Permit or is able to use the sites. Users of modified or bespoke vehicles, or where it is not clear if an e-Permit is needed or not, should contact the council to seek clarification.

Hired commercial-type vehicle or trailers

Commercial-type vehicles or trailers, hired by a householder to deposit household waste, for a period of three days or less are permitted to enter the HWRC without an e-Permit. The householder will be required to bring the hire purchase agreement and proof of address such as a current utility bill with them and present them to site staff upon arrival. The restrictions on the vehicle sizes, weight, trailer length and operating of mechanical functions' still apply.

For vehicle or trailer hire periods over 3 days, the vehicle will not be allowed to enter the HWRCs. However, in circumstances where the origin of waste is proven to be genuine household waste, the customer should contact the council to arrange temporary access. The customer will be requested to complete a waste disclaimer form on arrival.

Towing a trailer with a commercial-type vehicle

No trailers (regardless of size) are allowed to be towed onto site using a commercial-type vehicle.

Certain commercial-type vehicles are available in different models which may be the same size as a commercial type vehicle as defined within the policy, but would not require an e-Permit under the conditions of the scheme. For example, they will have rear seats or windows (unlike a commercial type vehicle that would require an e-Permit). Due to health and safety considerations with regard to manoeuvrability, these vehicles may not be able to tow a trailer safely. This will be assessed on a case by case basis and householders will be contacted after applying for an e-Permit.

Vehicles that will not require an e-Permit

The scheme will not affect the majority of site users including customers driving the following vehicles:

- cars

- 4X4's (excluding pick-up trucks and certain types of 4x4's, see definition below of a commercial-type vehicle)
- people carriers
- mini buses under 3.5 tonnes laden and no longer than 5.8 metres (19 feet). *(Note: Minibuses are not allowed to tow trailers onto the HWRC sites)*
- specially adapted vehicles for disabled users – a dispensation letter can be provided by Oxfordshire County Council, when requested by a householder
- camper vans – only camper vans up to the size of a transit van will be allowed on site *(Note: Camper vans are not allowed to tow trailers onto the HWRC sites)*
- bicycles and quad bikes
- hired commercial-type vehicle or trailers (hired for less than 3 days)

Vehicles that will require an e-Permit:

Commercial-type vehicles that require an e-Permit are any vehicles that are designed to carry goods, not people. This includes vehicles with any of the following: no rear windows (this means rear windows which are side-facing); no rear seats; an open back; a back which is separate to the main cab area.

- any vehicle that falls within the size requirements stated below:
 - no larger or longer than a long wheel base transit van
 - weigh 3.5 tonnes or less when fully laden
- 4x4 pick-up trucks

Vehicles that are banned from using any HWRC site:

- vehicles over 3.5 tonnes when fully laden (including mini buses)
- commercial-type vehicles towing trailers
- box and Luton vans
- camper vans larger or longer than a long wheeled based transit van
- vehicles with tipping mechanisms and ramps - the use of tipping mechanisms and ramps are not allowed on site. Any vehicle that falls within the size restrictions above can use the site with an e-Permit, but cannot operate any mechanical function whilst on site, whether this is tipping or a tail lift mechanism or ramp.
- tractors (there may be some concessions for those that are very small)

Horseboxes and trailers (including hired trailers)

Length of trailer bed	e-Permit required?
1.8 metres or less	No
6 feet or less	No
1.8 metres to 3 metres	Yes
6 feet to 10 feet	Yes
Over 3 metres	Not allowed onto HWRC
Over 10 feet	Not allowed onto HWRC

Householders who use horseboxes or trailers over 1.8 metres (6 feet) in length but less than 3 metres (10 feet) will be encouraged to visit the HWRCs during quieter periods. These are publicised on the council's websites and promoted during interaction with customers over the telephone, email and in person at HWRCs. Ramps cannot be used; waste should be unloaded via the side door.

The rules on towing with a commercial-type vehicle are unaffected by this change. The purpose of this condition is to cater for households with one or more vehicles that can tow the same trailer.

The admittance of minibuses and camper vans to the HWRCs

Only minibuses and camper vans under 3.5 tonnes laden and no longer than 5.8 metres (19 feet) in length are allowed on to site and will not require an e-Permit.

Minibuses and camper vans are not allowed to tow trailers onto the HWRC sites.

In the interest of clarity, a people carrier is not classified as a minibus.

Non Oxfordshire residents

e-Permits will only be granted to Oxfordshire residential households.

Disclaimer forms

Disclaimer Forms will continue to be used where the site staff cannot distinguish whether the waste is the result of commercial or domestic activity. Records will be maintained and will continue to be shared with the City and District Councils in case any enforcement action is required.

Excess garden waste

It is acknowledged by the Council that some properties in Oxfordshire have large gardens.

The Council strongly advocates home composting and promotes the use of district council kerbside garden waste collections.

In exceptional circumstances, where there is a proven need for additional visits to dispose of garden waste, an additional 6 visits will be granted for garden waste only. This would allow up to once a fortnight visit during the peak gardening season. Residents should contact the council to arrange these additional visits.

Site rules

Householders will be asked to comply with the site rules and the Waste Acceptance Policy for the HWRCs in Oxfordshire. A copy of the current Waste Acceptance Policy is available to download from the council website or on request.

Householders who arrive at site in a commercial-type vehicle or towing a trailer without having applied for an e-Permit

A common sense approach will be taken. Householders without an e-Permit registered for their commercial-type vehicle or their trailer who didn't know about the scheme may be granted a grace visit. Site staff will record the registration number, request that the householder complete a Trade Waste Disclaimer Form and advise the householder to apply for an e-Permit. Upon receipt of the application the system will match up the grace visit to the vehicle and remove a visit. Should a householder not subsequently apply for an e-Permit and again arrive on site, they will be challenged and may be refused access until they have completed an e-Permit application.

Householders who do not have, or choose not to use their kerbside collection provided by the Waste Collection Authority (WCA)

Householders would need to provide details of their opt-out from the kerbside collection services. The Council would contact the relevant district council for confirmation. Upon receipt of satisfactory evidence, the Council will provide the equivalent number of visits to the householder as they would have received via a kerbside collection, which for all areas within Oxfordshire would be equivalent to once a fortnight or 26 visits in any 12-month period.

Householders would still be required to complete an e-Permit application and to declare it is solely for the disposal of their household waste. The Council would reserve the right to revoke the e-Permit if it was proven that commercial waste was being deposited.

Tractors and quad bikes

The typical size of a tractor does not allow for its safe movement and parking on the HWRCs, especially on smaller sites and it is not reasonably practicable to run the scheme by exception. Therefore tractors are not permitted onto the HWRCs in Oxfordshire. The Council would consider making a concession in cases where the tractor is exceptionally small and is the householder's only vehicle and it would remain the responsibility of the householder to contact us in advance. A tractor would not be allowed to tow a trailer.

Quad bikes are allowed onto the HWRC. They can tow a trailer but the same rules governing the use of trailers apply.

Procedure for Ministry of Defence (MOD) bases and property

Householders living on a MOD base or property are required to apply for an e-Permit if they own a commercial-type vehicle or a trailer with a bed length between 1.8m - 3m (6ft - 10ft) and wish to visit the HWRCs.

In circumstances such as service personnel being sent away on duty on short notice, the council will accommodate this as far as possible and authorise time limited access to a HWRC. Customers should contact the Waste Management Group in order to arrange this.

Procedure for Taxis

Waste legislation states that as a waste producer you have a duty of care to pass your waste to a suitably licensed carrier, or take it to a permitted site.

Therefore, when householders have waste to take to a HWRC they are classed as waste producers and can hire a taxi to take them and their waste to a HWRC. The waste producer then passes the waste to a suitable permitted facility (the HWRC).

Householders cannot pass waste to a taxi driver to take to any site (including HWRCs) without travelling in the taxi with the waste themselves. The taxi is not a licensed waste carrier and therefore cannot legitimately be passed the waste by the householder.

Taxis are able to access HWRCs without an e-Permit, as long as they have the person who produced the waste (the householder who is paying the fare) in the vehicle with them. If they do not have the waste producer with them, they will be turned away.

If the taxi has waste from their own house, (and therefore the taxi driver is the one who has produced the waste, and they are not carrying a passenger) then they will need to complete a Disclaimer Form on each visit.

Larger taxis that have been adapted for disabled use are designed to carry people rather than goods and are not classed by the council under this scheme as commercial-type vehicles. They do not need an exemption letter to enter site, but need to follow the above guidelines depending on if they have the waste producer with them.

Table 1 - Vehicles that require an e-Permit:

Table 1: e-Permit requirements for vehicles

Vehicles that will not require an e-Permit:	Vehicles that will require an e-Permit:
cars	any van that falls within the size requirements stated below: o no larger or longer than a long wheel base transit van o weigh under 3.5 tonnes when fully laden
4X4's (excluding pick up 4x4's with an open back or separate cab)	4x4 pick-up trucks with an open back or separate cab, closed rear sides and no seating throughout.
people carriers	trailers over 1.8 metres or 6 feet but less than 3 metres or 10 feet in length
trailers with a bed length up to 1.8m	horseboxes: two horse trailers, 1.8 to 3 metres (6 to 10 feet) in total length
mini buses under 3.5 tonnes laden and no longer than 5.8 metres (19 feet). (Note: Minibuses are not allowed to tow trailers onto the HWRC sites)	
specially adapted vehicles for disabled users – a dispensation letter can be provided by Oxfordshire County Council, when requested by a householder	
camper vans – only camper vans up to the size of a transit van will be allowed on site (Note: Camper vans are not allowed to tow trailers onto the HWRC sites)	
bicycles and quad bikes	
Vehicles which are banned from using any HWRC site:	
<ul style="list-style-type: none"> vehicles over 3.5 tonnes when fully laden (including mini buses) commercial-type vehicles towing trailers trailer with a length of over 3 metres or 10 feet box and Luton vans tipping mechanisms - the use of tipping mechanisms are banned on site. Any vehicle that falls within the size restrictions above can use the site with an e-Permit, but cannot operate any mechanical function whilst on site whether this is tipping or a tail lift mechanism camper vans larger or longer than a long wheeled based transit van horseboxes over 3 metres or 10 feet in length/ carry more than 2 horses tractors (there may be some concessions for those that are very small) 	

Section 2: Monitoring and administration

The scheme is administered by the Council. Paper permits will not be issued. e-Permit details will be e-mailed to householders once their application via the online form has been received and approved. Further update emails will be sent notifying e-Permit holders of certain information such as remaining number of visits.

Householders without an e-mail address will be sent a form through the post and will receive written confirmation by letter if their e-Permit application is approved or rejected.

Monitoring to prevent prohibited applications and use of e-Permits will take place:

- via the completed application form (by administration staff at the Council)
- by the site staff, (by accessing the e-Permit system using a hand held electronic device)

The hand held device and associated e-Permit system serve several purposes:

- to record a visit made by a householder. Information will be kept by the council for monitoring purposes.
- checking and informing the customer as to the number of visits made
- cross checking will be done via the Disclaimer Forms.
- any disputes or dispensations over the 12-month period will have been recorded on the e-permit system.

Upon arrival at site, the e-Permit number (if the permit holder has this) or vehicle registration will be entered into the hand held device, recording the visit electronically.

This is an alternative to Automatic Number Plate Recognition (ANPR), which is costly to install, and has been shown to be ineffective as a monitoring and enforcement tool without proper staffing.

Policy Amendments (as suggested by stakeholders)**Suggestions Accepted*****I. Clarify the 'hire' section to also include hired trailers***

Wording within the policy and on the Council's website has been added to clarify hired trailers are subject to the same conditions as hired commercial-type vehicles.

II. Customers with a horse box are asked to use the side door to remove their waste as the use of ramps is not permitted

This has been included within the policy.

III. There should be more signage at the HWRCs to advertise and explain the policy

Additional or revised signage will be installed as part of a wider signage review at all sites

IV. Certain larger vehicles not considered to be commercial-type vehicles under the terms of the scheme should be allowed to tow trailers as they do not require a permit under the terms of the scheme

No trailers (regardless of size) are allowed to be towed onto site using a commercial-type vehicle.

Certain commercial-type vehicles are available in different models which may be the same size as a commercial type vehicle as defined within the policy, but would not require an e-Permit under the conditions of the scheme. For example, they will have rear seats or windows (unlike a commercial type vehicle that would require an e-Permit). Due to health and safety considerations with regard to manoeuvrability, these vehicles may not be able to tow a trailer safely.

This has been included within the policy and will be assessed on a case by case basis. Householders will be contacted after applying for an e-Permit.

V. Remove Appendix 1 - table showing the quantity of waste which could be deposited using 12 permit visits

It is acknowledged this table has not added value as intended and can detract from the central message of the scheme, and has therefore been removed from the policy.

Suggestions Rejected

VI. Customers with commercial-type vehicles or trailers should have specific times of day when they can use the sites

This suggestion was made by a customer and has also been reviewed previously. It continues to be the case it is not considered the number of commercial-type vehicles or trailers using the HWRCs causes traffic issues or congestion and therefore restricting times of use would merely inconvenience more customers than it would assist. Therefore we will not be adopting this suggestion but will continue to monitor the use of commercial-type vehicles and trailers at the HWRCs.

VII. Pick-ups should be able to tow trailers and could have 2 visits marked off to allow for the extra waste being deposited

Pick-ups cannot tow trailers due to the overall span this vehicle combination would create. Certain trailers require a permit under the terms of the scheme and two separate permits cannot be issued. Therefore it is considered that this would contravene both the scheme and health and safety considerations and will not be adopted into the policy.

ANNEX 3

Oxfordshire County Council Household Waste Recycling Centre (HWRC)
Van and Trailer e-Permit scheme

Terms and Conditions

Before completing the application form, please read the following terms and conditions:

1. An HWRC van and trailer e-permit allows Oxfordshire householders to access HWRCs in a commercial-type vehicle (up to 3.5 tonnes gross/laden weight) or with a towed trailer between 1.8m/6 feet and 3.0m/10 feet in length.
2. A household may be granted only one permit at a time. It is not permissible to apply for a permit for multiple commercial-type vehicles or for both a commercial-type vehicle and a trailer or for vehicles/ trailers to be registered to multiple addresses.
3. Permits will only be issued to Oxfordshire households.
4. Access to HWRCs will be refused for commercial-type vehicles or trailers with a bed length between 1.8m and 3.0m in length without a permit.
5. Commercial-type vehicles over 3.5 tonnes gross/laden weight or trailers with a bed length over 3m (10ft) are not allowed on site.
6. Box or Luton vans are not permitted on HWRCs.
7. Mini buses over 3.5 tonnes are not allowed on to the HWRCs. Mini buses do not require a permit but are not allowed to tow trailers onto the HWRC sites.
8. Tractors are not permitted on HWRCs. The Council would consider in cases where the tractor is exceptionally small to make a concession and it would remain the responsibility of the householder to contact us in advance, but no towing with a tractor would be permitted.
9. Trailers cannot be towed to site using a commercial-type vehicle.
10. Holders of trailer permits will be allowed to tow with 2 separate vehicles. The Council must have given prior approval for this to take place.
11. The permit is only valid for the commercial-type vehicle or trailer described on your application. Permits are approved per vehicle/trailer, so any member of your household or driver you designate may visit the site with this vehicle/trailer.
12. Permits will only be issued to householders who intend to deposit their own household waste.
13. A permit provides permission to enter the HWRC only and is not a permit to deposit waste, which will be subject to Oxfordshire County Council's Waste Acceptance Policy. Depending on the frequency of visits and/or type of waste being deposited, permit holders may be asked to complete a Disclaimer Form to confirm that the waste is from a household source and is not from a business or being carried for profit.
14. HWRCs are strictly for household waste and recyclables only and trade waste is not permitted. Trade waste is defined as waste arising from any trade, business, industrial or commercial activities. Anyone who has received any payment for carrying waste or produces waste from their work cannot take this waste to an HWRC. Site staff have the right to turn away anyone suspected of bringing trade waste to site.
15. HWRC site staff will check the permit record by the unique permit number or vehicle registration.
16. If you visit the HWRC network more than once in one day, each visit will be counted separately.
17. Permits are valid for 12 individual visits per year.
18. Permits are valid for all HWRCs in Oxfordshire.
19. Permits will expire if the permit is not used for 24 consecutive months from the date of issue
20. Permits that have been used will automatically renew on the permit anniversary date.
21. If you change your address or vehicle, please call 01865 816043.
22. Oxfordshire County Council reserves the right to cancel permits or amend the operation of the HWRC household permit scheme at any time.

If you have any further enquiries regarding the HWRC household permit scheme, please call 01865 816043.

Division(s): All

CABINET MEMBER FOR ENVIRONMENT – 13 NOVEMBER 2014

DRAFT POSITION STATEMENT: MAJOR DEVELOPMENT PROPOSALS FOR GROUND-MOUNTED SOLAR PV ARRAYS

Report by Deputy Director for Environment & Economy – (Strategy & Infrastructure Planning)

Introduction

1. The purpose of this report is to seek Cabinet Member endorsement of a draft Position Statement on Major Development Proposals for Ground-mounted Solar PV Arrays (Annex 1).
2. The draft Position Statement provides technical advice to ensure that those matters in which the County Council has an interest are fully considered by applicants ahead of submitting planning applications for solar farms and by local planning authorities when preparing relevant policies in local plans and determining planning applications.
3. The advice in the Position Statement does not seek to duplicate the role of the local planning authority in the development management process. An applicant should first contact the relevant local planning authority for pre-application advice: the County Council will feed in advice on a proposal via the local planning authority through the agreed Single Response process.
4. Furthermore, the Policy Statement seeks to complement rather than duplicate government policy in the National Planning Policy Framework (NPPF) and advice in the Planning Practice Guidance (PPG).
5. Subject to Cabinet Member approval, the Position Statement will be posted on the County Council web-site as technical standing advice.

Background

6. In the 12 months up to April 2014 the County Council dealt with 30 planning consultations relating to proposals for solar farms. These proposals raised a number of technical issues related to areas for which the County Council has responsibilities or interests.
7. It would provide clarity to local planning authorities and developers if the County Council were to provide technical standing advice on the likely issues and impacts which developers should assess and any necessary mitigating measures, ahead of submission of a planning application.
8. This technical advice could also inform the development of planning policy in district local plans and/or supplementary planning documents should local

planning authorities consider there is local potential for solar farm development within their areas.

9. A decision on an initial draft Position Statement was deferred in July by the Cabinet Member for Environment to allow for a focussed consultation with relevant stakeholders. The current draft of the Position Statement takes account of the feedback from stakeholders summarised at Annex 2 together with an officer response to the comments made. It also refers to further development of government policy relating to solar farm development.

The draft Position Statement

10. In view of the benefits of solar PV development in helping to reduce carbon emissions, reduce reliance on fossil fuels and provide local energy security as well as its contribution to creating jobs in the local economy, the County Council should support the development of ground-mounted solar PV development in principle. However, this support should be subject to there being no significant environmental or visual impacts.
11. This is consistent with national policy, which is to substantially increase the deployment of renewable energy across the UK, including solar PV, but which seeks to ensure that ground-mounted solar PV developments are appropriately sited, proper weight is given to environmental considerations and opportunities provided for local communities to influence decisions that affect them.
12. The draft Position Statement complements the PPG which explains that large-scale solar farms can have negative impacts on the rural environment but advises that the visual impact of a well-planned and well-screened solar farm can be properly addressed within the landscape if planned sensitively.
13. The draft Position Statement sets out advice on a number of technical matters to ensure that proposed schemes:
 - are appropriately sited
 - respect local landscape, heritage and visual amenity
 - mitigate transport impacts, including to rights of way
 - take account of opportunities to enhance bio-diversity
14. It also seeks to ensure that ground-mounted installations are temporary in nature (up to 25 years) to avoid permanent impacts.

Financial and Staff Implications

15. The publication of a Position Statement which makes developers and local authorities aware of the issues the County Council expects to be considered right from the beginning of the application process could potentially save county officer time in providing pre-application advice and in assessing and responding to planning consultations.

RECOMMENDATION

The Cabinet Member for Environment is RECOMMENDED to endorse the draft Position Statement: Major Development Proposals for Ground-mounted Solar PV Arrays

BEV HINDLE

Deputy Director for Environment & Economy (Strategy & infrastructure Planning)

Background papers: Nil

Contact Officer: Linda Currie, Planning Strategy Officer
November 2014

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**Oxfordshire County Council
Draft Position Statement
Major Development Proposals for Ground-mounted Solar PV Arrays**

Purpose of document

This position statement sets out Oxfordshire County Council's view on the principle of solar PV development and identifies issues which should be considered when developing major ground-mounted solar energy proposals¹.

The technical advice in this statement is intended to:

- assist in the formulation of local planning policy where local planning authorities consider there is potential for ground-mounted solar generation within their area;
- provide pre-application guidance and aid the development management process when developers bring forward solar farm proposals in Oxfordshire; and
- complement, rather than duplicate, the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) in relation to large scale ground-mounted solar PV development.

It should be noted that this statement does not set out a position on proposals for roof-mounted solar panels as these raise detailed local environmental and visual impact issues which local planning authorities are best placed to assess.

Status of document

This statement has been subject to consultation with relevant stakeholder organisations and was approved by Oxfordshire County Council's Cabinet Member for the Environment on 13 November 2014.

Introduction

Oxfordshire County Council recognises that solar PV development can help meet national and local objectives for reducing carbon emissions and reducing reliance on fossil fuels as well as provide local energy security.

Solar PV development can contribute to economic growth by creating jobs in the local economy in product development/manufacture as well as in installation and deployment. The progressive reduction in installation costs is making solar PV more competitive with other large-scale renewable generation technologies.

¹ Major proposals are those with a site area of 1hectare or above, as defined in the Town and Country Planning (Development Management Procedure) England Order 2010.

North West Bicester Eco-Town will utilise solar panels to achieve zero carbon status, meaning that over a year the net carbon dioxide emissions from all energy use within the buildings on the development as a whole will be zero or below. The development will generate green construction jobs and apprenticeships for local people and is likely to stimulate the broader greener economy.

Oxfordshire County Council therefore **supports the development of solar PV development in principle** provided there are no significant environmental or visual impacts that cannot be appropriately managed through the planning application process.

This Position Statement sets out a number of considerations to ensure that any schemes for ground-mounted solar PV which come forward in Oxfordshire:

- are appropriately sited;
- respect local landscape, heritage and visual amenity;
- mitigate transport impacts; and,
- take account of opportunities to enhance bio-diversity.

Policy Context

UK Solar PV Strategy Part 1: Roadmap to a Brighter Future

Government policy is to substantially increase the deployment of renewable energy across the UK, including solar PV. It has published a Roadmap to a Brighter Future as the first part of a UK Solar PV Strategy.

The Solar Roadmap sets out four guiding principles for deployment of solar ahead of the publication of the government's Solar PV Strategy Part 2. It states that support for solar PV should:

- Allow cost-effective projects to proceed and to make a cost-effective contribution to UK carbon emission objectives and in the context of overall energy goals.
- Deliver genuine carbon reductions that help meet the UK's target of 15% renewable energy from final consumption by 2020.
- Ensure proposals are appropriately sited, give proper weight to environmental considerations such as landscape and visual impact, heritage and local amenity, and provide opportunities for local communities to influence decisions that affect them.
- Assess and respond to the impacts of deployment on: grid systems balancing, grid connectivity and financial incentives.

UK Solar PV Strategy part 2: Delivering a Brighter Future

This policy document reiterates that Government sees solar PV as an important part of the UK's energy mix. Against a background of stronger than anticipated deployment of large scale solar farms, government wants to support well-sited and well-designed solar while maintaining budget control over the financial support framework for the whole PV sector.²

The document also sets out government ambitions for maximising the potential for mid-size projects on commercial and industrial rooftops.

National Planning Policy Framework (NPPF)

The NPPF sets out government's planning policies and how they are expected to be applied. The following are relevant to solar PV development:

- NPPF paragraph 97 explains that to help increase the use and supply of renewable and low carbon energy, local planning authorities should recognise the responsibility on all communities to contribute to energy generation from renewable or low carbon sources.
- NPPF paragraph 98 sets out government's expectation that when determining planning applications, local planning authorities should:
 - Not require applicants for energy development to demonstrate the overall need for renewable or low carbon energy (and also to recognise that even small-scale projects provide a valuable contribution to cutting greenhouse gas emissions; and
 - Approve the application if its impacts are (or can be made) acceptable.
- NPPF paragraph 116 states that planning permission should be refused for major developments in designated areas, including AONBs, except in exceptional circumstances and where it can be demonstrated they are in the public interest. Applicants proposing a solar PV scheme above 1 ha in the Chilterns, Cotswolds or North Wessex Downs AONBs would need to demonstrate exceptional circumstances as to why the development needs to be located in the AONB and the benefits the scheme would bring.
- There is also guidance in the NPPF regarding impacts of renewable energy developments on the Green Belt, biodiversity, landscape character, historic environment and economic development.

² From April 2015 the Department for Energy & Climate Change will end renewable energy subsidies for new large-scale solar farms in agricultural fields and from Jan 2015 the Department for Environment, Food and Rural Affairs intend to end farm subsidy payments under the Common Agricultural Policy for fields under solar panels.

Planning Practice Guidance (PPG): Renewable & Low Carbon Energy

Planning practice guidance includes advice to local councils on developing policies for renewable energy in their local plans.

It states that, when drawing up a Local Plan, local planning authorities should consider what the local potential is for renewable and low carbon energy generation to give greater certainty as to where such development will be permitted and identify suitable areas for renewable energy generation. It encourages the effective use of land by focussing large scale solar farms on previously developed and non-agricultural land, provided that it is not of high environmental value.

The PPG also gives specific advice on the particular planning considerations for large scale ground mounted solar PV farms which should be taken into account when considering proposals.

Oxfordshire 2030: Strategy developed by the Oxfordshire Partnership

Environment and climate change is one of Oxfordshire's four strategic priorities.

This Strategy aims to reduce Oxfordshire's greenhouse gas emissions to levels comparable with the best in the UK - a 50% reduction in CO₂ on 2008 levels by 2030.

Local Plans

The lower tier councils – Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council - are the local planning authorities in Oxfordshire. They are responsible for developing planning policies in local plans to guide new development and for determining planning applications apart for those for minerals and waste.

Oxfordshire County Council supports solar PV development subject to the following considerations

Oxfordshire County Council is a consultee in the local plan preparation and the development management process. This statement seeks to ensure that those matters in which the County Council has an interest are fully considered by local planning authorities when developing planning policy in local plans and by applicants ahead of the submission of a planning application for solar farm development.

OCC supports the development of solar farms in principle subject to the following safeguards to ensure that development is in appropriate locations and harmful impacts are mitigated:

- **Environmental Impact Assessment**

Some solar PV developments will require a full Environmental Impact Assessment to assess whether the development is likely to have significant environmental effects. Developers are encouraged to request a Screening Opinion from the Local Planning Authority to ascertain whether an Environmental Impact Assessment is required.

- **Consent to be on a temporary basis**

Installations should be temporary in nature to ensure there are no permanent impacts. Consent should be granted on a temporary basis of 25 years maximum to allow the solar farm to be decommissioned as other (even) more sustainable forms of renewable energy come on stream and the land can be restored to grassland/arable use.

This will usually mean that no permanent concrete foundations should be constructed.

- **Use of previously developed land**

Government policy is that proposals for large scale ground-mounted solar PV arrays should be focussed on previously developed land or brownfield sites, contaminated land or industrial land, provided it is not of high environmental quality. Where such sites are used, risks to groundwater and surface water quality should be assessed and appropriately managed. However, Oxfordshire is the most rural county in the South East; and applications may come forward on green field sites; these will need to be determined on a case by case basis.

- **Agricultural land**

Where solar PV farms are proposed on agricultural land, poorer quality land should be used in preference to higher quality land, and the Best and Most Versatile (BMV) agricultural land (grades 1, 2 and 3a) should be avoided. Where possible and viable, agricultural activity and other environmental/land management services should continue on the site.

- **Green Belt**

Any proposal to site solar PV arrays in the Green Belt should take account of the advice set out in paragraph 91 of the NPPF, which explains that elements of many renewable energy projects will comprise inappropriate development in the Green Belt. Developers of ground-mounted solar developments in the Green Belt would need to demonstrate very special circumstances if projects are to proceed.

- **Landscape and Visual impacts**

A Landscape and Visual Impact Assessment is likely to be needed if a proposed ground-mounted solar PV development is likely to have significant landscape or visual impacts.

The character of the landscape and sensitivity to solar PV development must be taken into account to ensure that the development is appropriately located. The development will be located to minimise visual impacts and avoid significant impact on landscape character, which should include consideration to glint and glare.

Equipment, security fencing and lighting should be well designed, sympathetic to the setting and landscape character and screened. Landscape character should be enhanced where possible.

Consideration should be given at an early stage to how land will be managed and maintained under the PV arrays. This should be sympathetic to the landscape, and opportunities to maintain agricultural value or improve biodiversity sought.

The landscape and visual impacts of ancillary development (on- or off-site), including power cables, access tracks and other infrastructure should be considered. Where appropriate and necessary, power cables should be buried beneath the ground.

- **AONBs**

Hillside, open vale, open valley and open downland areas are landscapes where it is least likely that solar PV development could be accommodated without causing visual harm to AONBs. However, solar PV farms are usually not of great height and there may be concealed locations within an AONB where development could take place with only very limited and localised landscape impact.

Solar farm developments in the AONB, where there could be adverse impacts on the protected area, will need careful consideration. AONB management plans, landscape character assessments and position statements must be considered in planning stages to help inform development, and early consultation with AONB planning officers should be sought.

- **Land of ecological value**

Special Areas of Conservation (SACs) and European Protected Species are of international importance and any adverse impact on these should be avoided.

Solar energy development should avoid damaging any of the following, unless the importance of the development clearly outweighs the harm and mitigation can achieve a net gain in biodiversity:

- Sites of Special Scientific Interest
- National Nature Reserves
- Local Wildlife Sites
- Local nature reserves
- Protected and Priority Species
- Priority habitats

Opportunities should be taken within the site to improve ecology. This could include: sowing and management of native seed mixes that contain native wildflowers; creating hibernacula for reptiles and hedgehogs; and the creation or strengthening of hedgerows and field margins. Where proposals are close to watercourses, an

appropriate biodiversity buffer zone should be incorporated to protect riparian habitat and wildlife corridors and incorporate environmental enhancements.

Consideration should be given to sward management, including grazing and continued agricultural production as part of a site management plan.

Applications for the routeing of underground cables should consider how to avoid harmful impacts on habitat and species along the route. The proposals may be to route cables along the field margins. Even in arable landscapes field margins can be an important habitat and impact should be mitigated to avoid harm to this habitat. Damage to the root systems of trees and hedgerows should be avoided. Care should also be taken to avoid impact on protected and priority species. The timing of work may be important to avoid impacting on species hibernating/roosting/nesting in the field margin or hedgerow.

- **Land of archaeological and heritage interest**

Solar farms should avoid scheduled ancient monuments or heritage assets, including their settings, which are demonstrably of equivalent significance to scheduled monuments.

Applicants should consider the likely impacts that will be caused by the construction of infrastructure including access routes, hard surfacing, cable runs and generator plants. Plans should minimise the impact upon the historic environment and include the long term management of the site post installation. These should be included in an archaeological/heritage desk based assessment that should form part of the planning application.

- **Highways and Access issues**

Applicants should take account of the following in developing their proposals:

- A Transport Statement will be required to assess the impacts of the development during construction, operational, and decommissioning phases of the development;
- Any existing or new access to the site should meet standards in terms of visibility splays, geometry, construction (up to 15m from highway boundary) and drainage. Vehicle swept paths (tracking) for construction/delivery vehicles will need to demonstrate access and egress to/from any access is fit for purpose;
- Undertaking improvements to an existing access involving works on the highway will require entering into a s278 agreement with Oxfordshire County Council as local highway authority;
- Provision shall be made to ensure that any existing 'agricultural accesses' are returned to their original dimensions (reducing the width etc.) on completion of the development to minimise the risk from fly-tipping,

abandoned vehicles etc. This will require entering into another s278 agreement with the LHA, including for decommissioning;

- New temporary or permanent access will need planning permission if on to a classified road and will also require the entering of a s278 agreement with Oxfordshire County Council as local highway authority, including for decommissioning;
- Careful consideration will be necessary to avoid the risk of ground-mounted panels causing glare or reflecting sunlight into motorists' eyes on the adjacent highway network which would distract drivers on a nearby road;
- A Sustainable Urban Drainage Strategy (SUDS) for the access arrangements and the proposed site will be necessary ensuring no surface water discharge to the adjacent highway. The impact of any bunds on local watercourses will need to be taken into account;
- A Construction Traffic Management Plan (CTMP) will be necessary before implementation of any planning permission that may be granted;
- A 'haul road' may be necessary to enable HGV access to the proposed site; this may need to be removed on completion and decommissioning;
- Any construction compound will need to ensure that associated delivery vehicles can access it and egress in a forward gear. Consideration should be given to the impact of any associated lighting;
- Worker associated traffic should be minimised during the construction (and any decommissioning) phase; and
- It may be necessary to enter into a Routing Agreement to ensure appropriate routes avoid villages and unsuitable roads.

- **Rights of way**

Applicants would need to ensure public rights of way in the vicinity of the site remain available and convenient for public use:

- No materials, plant, temporary structures or excavations of any kind should be placed/undertaken on or next to a right of way which could obstruct or dissuade the public from using it whilst development takes place.
- No changes should be made to the public right of way direction, width, surface, signing or structures without the prior approval of the Oxfordshire County Council's Countryside Access Team or the necessary legal process; and,
- Access for construction/demolition vehicles or access during the occupation of the site eg by maintenance vehicles should not be taken along or across a

public right of way without prior permission and appropriate safety/mitigation measures approved by the Oxfordshire County Council's Countryside Access Team. It would be the responsibility of the applicants, their contractors or the occupier to put right/make good any vehicular damage to the surface of the right of way.

- Any gates to be installed should be set back from the public right of way and not open outwards from the site across the public right of way.
- Public rights of way through the development site should retain their character, amenity value and usability as linear corridors and be integrated with the development. Consideration should be given to providing a high quality surface and suitable vegetation to act as a visual buffer where necessary. No improvements should be implemented to a right of way without prior approval of Oxfordshire County Council's Countryside Access Team.
- If the site is in proximity to routes used by equestrians, applicants should consider the potential impact of reflected glint or glare. For safety reasons, solar arrays should be of a type or mitigation measures should be put in place to prevent or reduce glint or glare at horse or rider eye level.
- Where hedges/natural vegetation is proposed eg to shield the public from glint or glare, to coincide with new boundaries or to enhance existing boundaries, a management regime needs to be agreed with Oxfordshire County Council as local Highway Authority to ensure that public access is not impeded when the vegetation screen is established or encroaches onto the highway.
- If the line of the PRoW is to be enclosed then there should be a minimum of 10m usable width provided or the recorded width, whichever is the greater. Fencing should not have barbs, razor wire or palisade fencing within the line of the PRoW and visual amenity should be maintained.
- If there is any indication that a Solar PV Array is to be on a temporary basis and there is a need to divert a PRoW to enable development to proceed then a condition should set out that the developer/owner applies for a re-diversion of the PRoW to the original line.
- The developer could consider the installation of a solar powered information board where the PRoW enters the site. This will provide information on the wildlife on the site as well as providing information on the power output and how many houses it is supplying at any one time.
- A financial contribution may be requested, where it meets CIL/S106 tests to-mitigate the impact of ground-mounted solar PV development on Rights of Way.

- **Flood Risk**

Ground-mounted solar farms are considered to be essential infrastructure in accordance with Table 2: Flood risk vulnerability classification, in the Planning Practice Guidance (Paragraph: 066 Reference ID: 7-066-20140306). Although they are considered appropriate development in Flood Zone 2 and 3a, a flood risk

Sequential Test will need to be undertaken and passed as well as an Exception Test before proposals will be considered acceptable. This process should demonstrate that there are no suitable sites at a lower risk of flooding as well as showing that flood risk will not be increased and, where possible, will be decreased as a result of the development.

Management of surface water runoff and implications for flood risk should also be considered. This is in accordance with the National Planning Policy Framework paragraph 100 and the Planning Practice Guidance.

- **Mineral Safeguarding**

Important minerals resources should be safeguarded from needless sterilisation by non-mineral development under both national and local planning policy (NPPF paragraph 143; Oxfordshire Minerals and Waste Local Plan policy SD10).

Where solar PV proposals are temporary (25 years or less) and do not involve permanent foundations or other structures, it is unlikely that there will be any conflict with mineral safeguarding policy unless there is a need for the mineral to be worked within the lifetime of the solar farm. Land that has permission for mineral working or is allocated for mineral working in a minerals local plan should be avoided for Solar PV development.

Solar PV proposals on worked out and/or restored quarry sites are unlikely to conflict with mineral sterilisation policy but will need to take appropriate account of the restoration requirements of the quarry.

- **Cumulative Impacts**

The cumulative impacts of solar farm developments require particular attention, particularly where there are numerous solar arrays in close proximity to each other. Cumulative impacts with other developments, such as wind farms, should also be considered.

- **Community Gain**

Solar farm proposals can sometimes offer the opportunity for the local community to benefit from the proposal, for example by providing free or discounted energy to a local public building.

Acquiring Pre-application Advice

Applicants should contact the relevant local planning authority for pre-application advice ahead of submitting a planning application for a solar farm; this includes advice on highways and access issues. Oxfordshire County Council will feed in advice on a proposal via the local planning authority.

Local planning Authority Contact Details:

Cherwell District Council

Bodicote House
White Post Road
Bodicote
Banbury
OX15 4AA
Tel: 01295 227006
Email: planning@cherwell-dc.gov.uk

Oxford City Council

St Aldates Chambers
109-113 St Aldates
Oxford
OX1 1DS
Tel: 01865 252513
Email: planning@oxford.gov.uk

South Oxfordshire District Council

Benson Lane
Crowmarsh Gifford
Wallingford
OX10 8NJ
Tel: 01491 823740
Email: planning@southoxon.gov.uk

Vale of White Horse District Council

Abbey House
Abbey Close
Abingdon-On-Thames
OX14 3JE
Tel: 01235 540347
Email: planning@whitehorsedc.gov.uk

West Oxfordshire District Council

Elmfield
New Yatt Road
Witney
Oxfordshire
OX28 1PB
Tel: 01993 861420
Email: planning@westoxon.gov.uk

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Summary of Consultation Responses
Draft Position Statement on Ground-Mounted Solar PV Panels

Name/Organisation	Summary of Comments	OCC Response
British Horse Society	<ul style="list-style-type: none"> Some of the key PRow comments are covered; There is not sufficient regard for equestrian users of PRow; Horses are flight animals therefore there may be safety issues for horses and riders. Horses should be able to turn around and ideally solar panels would be screened from their view by vegetation; HGV's may scare horses during the construction process and should stop whilst a horse is passing; BHS has a Solar Farms advice leaflet which should be considered. 	<p>Noted.</p> <p>The impact of solar farm development on users of the rights of way, including horses, is addressed on page 9 of the draft statement.</p> <p>Noted.</p> <p>The impact of construction vehicles on users of the rights of way should be addressed as part of a construction traffic management plan (TMP). The requirement for a TMP is included on page 8 of the policy statement.</p> <p>Noted.</p>
Canal River Trust	<ul style="list-style-type: none"> Concern is related to landscape impact and impact on Listed structures and Conservation Areas; The impact of development on heritage assets is not properly covered in the position statement. 	<p>Noted. Impacts on landscape and heritage assets are identified on pages 5, 6 and 7 of the draft policy statement.</p> <p>Noted. The paragraph on archaeological interests will be updated to include reference to heritage assets (page 7 of the draft policy statement)</p>
Cherwell District Council	<ul style="list-style-type: none"> Page. 4 should be updated to state that developers have the option to ask for a screening opinion; 	<p>Add a paragraph on EIA and screening requests to page 4 of the draft policy statement.</p>

	<ul style="list-style-type: none"> • Page 6 (Highways and Access) <ul style="list-style-type: none"> ○ 1st bullet point should emphasise that the TA is about construction & decommissioning rather than maintenance trips. ○ 4th bullet point should state “on completion of development to minimise...”. • Page 8, Para 2 – It is difficult to argue that request for funds would meet the CIL tests. 	<p>Add “to assess the impacts of the development during construction, operational, and decommissioning phases of the development” on page 7 of the draft policy statement.</p> <p>Add text as requested to page 7 of the draft policy statement.</p> <p>Amend text on page 9 of the draft policy statement to read: “A financial contribution may be requested, where it meets CIL/S106 tests, to mitigate the impact of ground-mounted solar PV development on Rights of Way”.</p>
South Oxfordshire District Council	<ul style="list-style-type: none"> • Overall support for document; • Oxfordshire is a rural area and inevitably this means greenfield sites may need to be used, however it would be useful if the document expands on when it is appropriate to use agricultural land; • It would be useful to include advice on what grades of agricultural land would be acceptable. It should be made clear that any scheme on Best and Most Versatile (BMV) land should be strongly resisted, and clarification on the value of grade 3b land would be useful. 	<p>Noted.</p> <p>An additional paragraph will be added to the policy context section of the draft document (pages 3 & 4) outlining the PPG’s expectation that LPAs will have been through a process to quantify local potential for renewable energy and to identify suitable areas in the local plan process.</p> <p>Amend relevant text on page 5 of the draft policy statement to read:</p> <p>Agricultural Land</p> <p><i>“Where solar PV farms are located on agricultural land, poorer quality land should be used in preference to higher quality land, and the Best</i></p>

		<i>and Most Versatile agricultural land (grades 1, 2 and 3a) should be avoided. Where possible and viable, agricultural activity and other environmental/land management services should continue on the site”.</i>
CPRE	<ul style="list-style-type: none"> • Solar development is acceptable on roofs and brownfield sites, but is unacceptable on greenfield sites due to landscape impacts and loss of agricultural land; • The draft policy statement is flawed in its understanding of national policy and does not make reference to the PPG; • OCC should also lay out its views on roof/brownfield sites either in this document or an alternative document; • The policy statement should be approved by a committee/full council and not the Cabinet Member; • Eco Bicester will not be fully served by solar energy. The panels have a <u>capacity</u> equivalent to the needs, but the development will be mainly powered by non-renewable energy; • The list of bullet points under “This Position Statement” 	<p>Noted. This is a matter to be considered by the LPA on a case-by-case basis.</p> <p>Noted. A new section summarising the PPG to be included under the policy context section on pages 3 and 4 of the draft policy statement.</p> <p>Noted. It is stated in the purpose of the document that it does not deal with proposals for roof-mounted solar panels. Such developments rarely have implications for strategic planning. Detailed planning issues are best dealt with by the LPA.</p> <p>Approval of a Position Statement falls within the remit of a Cabinet Member’s delegated decisions.</p> <p>Amend text on pages 1 and 2 of the draft policy statement as follows: <i>“North West Bicester Eco-Town will utilise solar panels to achieve zero carbon status, meaning that over a year the net carbon dioxide emissions from all energy use within the buildings on the development as a whole will be zero or below. The development will generate green construction jobs and apprenticeships for local people and is likely to stimulate the broader greener economy”.</i></p> <p>Add bullet point on page 1 of the document to take</p>

	<p>in the introduction should include: <i>“are in conformance with Government Policy and Planning Practice Guidelines”</i>.</p> <ul style="list-style-type: none"> • The UK Solar PV Strategy (Policy Context) should make reference to the Minister’s foreword to the Solar PV Roadmap and subsequent letter to MPs, which states a clear view that greenfield land should be avoided in preference to rooftops and brownfield land; • Para. 97 of the NPPF refers to all forms of low carbon energy, not just solar power; • The policy should make specific reference to the cumulative impacts of solar development, in accordance with Para. 97 of the NPPF; • Oxfordshire Councils should identify specific and acceptable areas for large scale commercial projects, in accordance with para. 98 of the NPPF before other sites are considered using the same criteria; • The policy statement does not refer to para. 115 of the NPPF. A solar farm of any size cannot be acceptable in the AONB as it can neither conserve nor enhance natural beauty. • Para. 91 of the NPPF states that many elements of renewable energy projects will be inappropriate development. Solar projects are at the extreme end of 	<p>account of this point.</p> <p>Noted. Pages 3 and 4 of the draft policy statement have been updated to outline government policy to focus solar development on previously developed land.</p> <p>Noted.</p> <p>Add an additional section on cumulative impacts of solar and other renewable energy developments to page 10 of the draft policy statement.</p> <p>An additional paragraph will be added to the policy context section of the document (pages 3 and 4) outlining the PPG’s expectation that in drawing up local plans LPAs will consider what the local potential is for renewable energy and identify suitable areas for renewable energy generation.</p> <p>The PPG states that renewable energy proposals in the AONB and in areas close to them <i>“where there could be adverse impacts on the protected area, will need careful consideration”</i>. The merits of specific applications will need to be considered by LPAs at the time of determination.</p> <p>A section outlining national Green Belt policy has been added to the document on page 5.</p>
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	<p>visual impact and industrialisation over the range of other renewable development options and are therefore inappropriate as a whole;</p> <ul style="list-style-type: none"> • Solar farms involve new buildings to house inverters which are themselves inappropriate in the Green Belt; • Para. 112 (Agricultural Land) is not referenced in the policy statement. The Minister's letter states that there is more than enough capacity on roofs and brownfield land therefore it is not "necessary" to use agricultural land at all. The NPPF refers to land that is poorer quality – which is grades 4 and 5, not grade 3b. • The PPG should be referenced. In particular, ID 5-013 states that large solar farms should be focused on <i>"previously developed and non-agricultural land, provided it is not of high environmental value"</i> and reiterates that <i>"where a proposal involves green field land, whether the proposed use has been shown to be necessary and poorer quality land has been used in preference to higher"</i>. • The Oxfordshire 2030 Strategy has not been subject to consultation therefore it should not override policy; • A 25 year temporary permission is effectively a permanent permission, and this should be borne in mind in decision making; • The use of previously developed land would still be 	<p>Noted.</p> <p>Amend text on page 5 as follows: <i>"Where solar PV farms are proposed on agricultural land, poorer quality land should be used in preference to higher quality land, and the Best and Most Versatile agricultural land (grades 1, 2 and 3a) should be avoided. Where possible and viable, agricultural activity and other environmental/land management services should continue on the site".</i></p> <p>The words <i>"provided it is not of high environmental value"</i> to be added to paragraph entitled Use of Previously Developed Land on page 5 of the draft policy statement.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. The words <i>"provided it is not of high</i></p>
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	<p>contrary to policy if it had high environmental value;</p> <ul style="list-style-type: none"> • It is wrong to say there is insufficient brownfield land in Oxfordshire. There is no evidence to support this statement; • It is misleading to state that agricultural activity could continue on solar farm developments, due to the degradation of the quality of agricultural land and the physical constraints imposed by the solar development; • The PPG calls for the act of caution in approving solar development in undulating landscapes in which solar farms can be particularly conspicuous and intrusive. Oxfordshire is classified as having undulating landscapes; • OCC should also take this opportunity to set out a clear strategy for supporting and encouraging solar panels on roofs and industrial sites, in line with the Government's own stated priorities. 	<p><i>environmental value</i>" to be added to paragraph entitled Use of Previously Developed Land on page 5 of the draft policy statement.</p> <p>Noted. Remove reference to brownfield land availability in Oxfordshire.</p> <p>Noted. However, this conflicts with other consultation responses received.</p> <p>Noted. This is already included in the document at pages 5 and 6.</p> <p>Noted. This document does not deal with proposals for roof-mounted solar panels. However the statement will refer to the PPG's expectation that LPAs will have assessed local potential for renewable energy as part of the plan making process.</p>
Environment Agency	<ul style="list-style-type: none"> • Overall support for the policy statement; • A new section should be added on flood risk, as follows: <p><i>"With regard to flood risk, ground-mounted solar farms are considered to be essential infrastructure in accordance with Table 2: Flood risk vulnerability classification, in the Planning Practice Guidance (Paragraph: 066 Reference ID: 7-066-</i></p>	<p>Noted.</p> <p>Add paragraph as requested to page 9 of the draft policy statement.</p>

	<p>20140306). It is important to note that although they are considered appropriate development in Flood Zone 2 and 3a, a flood risk Sequential Test will need to be undertaken and passed as well as an Exception Test before proposals will be considered acceptable. This process should demonstrate that there are no suitable sites at a lower risk of flooding as well as showing that flood risk will not be increased, and where possible will be decreased as a result of the development. Management of surface water runoff and implications for flood risk should also be considered. This is in accordance with the National Planning Policy Framework paragraph 100 and the Planning Practice Guidance”.</p> <ul style="list-style-type: none"> • Although there is no objection in principle to favouring previously developed land, brownfield sites, contaminated land or industrial land, this should be subject to the risks to groundwater and surface water quality being adequately managed. • The Land of Ecological Value section is supported, however an addition should be made to states that where proposals are close to watercourses, an appropriate biodiversity buffer zone should be incorporated of a minimum of 8m. This is to protect 	<p>Amend the relevant section on page 5 of the draft document as follows:</p> <p>Use of Previously Development Land <i>“Government policy is that proposals for large scale ground-mounted solar PV arrays should be focussed towards previously developed land or brownfield sites, contaminated land or industrial land, provided it is not of high environmental quality. Where such sites are used, risks to groundwater and surface water quality should be assessed and appropriately managed. However, Oxfordshire is the most rural county in the South East; and applications may come forward on green field sites; these will need to be determined on a case by case basis.”.</i></p> <p>Amend the relevant section on pages 6 and 7 of the draft document as follows:</p> <p><i>“Opportunities should be taken within the site to improve ecology. This could include: sowing and</i></p>
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	<p>riparian habitat and wildlife corridors and can incorporate environmental enhancements.</p>	<p><i>management of native seed mixes that contain native wildflowers; creating hibernacula for reptiles and hedgehogs; and the creation or strengthening of hedgerows and field margins. Where proposals are close to watercourses, an appropriate biodiversity buffer zone should be incorporated to protect riparian habitat and wildlife corridors and incorporate environmental enhancements”.</i></p>
Natural England	<ul style="list-style-type: none"> • Overall support for document; • Biodiversity improvements can be achieved through solar farm developments, including designing in ponds, setting aside buffer strips, and seeding fields/grazing with sheep; • Opportunities exist to contribute to the local BAP; • LVIAs should be included for solar developments, particularly where the size and massing means they would be visible from a distance; • The resistance to BMV agricultural land loss is supported as this accords with para. 112 of the NPPF; • The requirement that no permanent foundations are used is encouraged as this would help to protect the agricultural land below in the longer term; • Sward management should be incorporated into site management plans and could include consideration of 	<p>Noted.</p> <p>Already included on pages 6 and 7 of the draft document.</p> <p>Noted. Ecological enhancements are already encouraged on pages 6 and 7 of the draft document.</p> <p>Add to section on Landscape and Visual Impacts on pages 5 and 6 of the draft document.</p> <p>Noted. Wording is to be strengthened as an outcome of this consultation on page 5 of the draft document.</p> <p>Noted.</p> <p>Add to section on Agricultural Land on page 5 of</p>

	<p>grazing regimes and continued agricultural productivity.</p> <ul style="list-style-type: none"> • Native seed mixed should be sought as site enhancements, along with accommodation for wildlife; • Natural England has produced a technical note entitled “Solar parks: maximising environmental benefits (TIN101)”. 	<p>the draft document. Remove from section on Ecological Impacts on pages 6 and 7 of the draft document.</p> <p>Already included on pages 6 and 7 of the draft document.</p> <p>Noted.</p>
AONB Conservation Boards (Joint Response)	<ul style="list-style-type: none"> • Overall support for document; • The inclusion of the following is recommended: <ul style="list-style-type: none"> ○ <u>EIAs</u> – Reference has been made to the need for LVIAs which is supported. Major PV developments may also need a full EIA and therefore the need for EIA screening opinions should be included particularly for sites in or near AONBs. ○ <u>Cumulative Harm</u> –Reference should be made that cumulative harm from other nearby PV schemes should be a consideration and evidence provided at the pre-application stages. ○ <u>Setting Issues</u> – Reference should be made to the impact from PV development on the settings of Heritage Assets and AONBs being a specific consideration. ○ <u>Noise</u> – Noise risk arises from air conditioning units and audible intruder alarms. We would recommend that this matter is considered. 	<p>Noted.</p> <p>New bullet point to be added for EIA, including screening opinions on page 4 of the draft policy statement.</p> <p>New bullet point to be added to make reference to assessing and mitigating cumulative impacts of development on page 10 of the draft policy statement..</p> <p>Add “<i>including their settings</i>” to the section on Land of Archaeological Interest. Rename the Land of Archaeological Interest paragraph “Land of Archaeological Interest & Heritage Assets”.</p> <p>Noted. Solar developments are not expected to generate significant levels of noise therefore this issue should be dealt with at planning application level and via statutory nuisance legislation. Noise</p>

	<ul style="list-style-type: none"> ○ <u>Glint & Glare</u> – Is normally dealt with within applications but is worth including reference to as another consideration. ○ <u>Previously Developed Land</u> - It should be noted that although a site may in part have been previously developed, not all of that site may necessarily be suitable to accommodate large scale PV. NPPF paragraph 17 that states “<i>encourage the effective use of land by reusing land that has been previously developed (brownfield land), provided that it is not of high environmental value.</i>” The NPPF at Annex.2. also states “<i>Previously developed land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed)....</i>”. A cross reference to these definitions is therefore recommended to avoid future confusion. ○ <u>Grid Connection & Overhead Wires</u> - Any new grid connections should be made by use of buried cables and should not involve the installation of new overhead wires. ○ <u>Landscaping & Management Plans</u> - Detailed landscaping plans, management plans of the sites and full remediation measures should be submitted with any 	<p>nuisance from security alarms may be an environmental health or police matter rather than a strategic planning issue.</p> <p>Include reference within the Landscape and Visual Impact section on pages 5 and 6 of the draft policy statement.</p> <p>Add “<i>provided it is not of high environmental value</i>” to the relevant section of the document on page 5. The policy aims to complement but not duplicate national policy and guidance.</p> <p>Amend text on page 6 as follows: “<i>The landscape and visual impacts of ancillary development (on- or off-site), including power cables, access tracks and other infrastructure should be considered. Where appropriate and necessary, power cables should be buried beneath the ground</i>”</p> <p>Noted. This is a matter for consideration by the LPA when determining planning applications.</p>
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	planning applications and should not be left subject to agreement by planning condition.	
Low Carbon Hub	<ul style="list-style-type: none"> Planning legislation defines any development over 1 hectare as a major development. Comparing a solar ground mounted scheme to a residential or commercial development is unreasonable on these terms; It is argued that planning constraints, including AONB, landscape impacts, biodiversity impacts, heritage impacts, and community impacts can be overcome to make solar development acceptable. 	<p>Noted.</p> <p>Noted. OCC continues to support solar PV development in principle, subject to safeguards to ensure that development is appropriately located and harmful impacts are mitigated, as outlined in the position statement.</p>
NFU	<ul style="list-style-type: none"> Pragmatic policy that seeks to accommodate local energy demands in a sustainable manner, alongside farm practice is welcomed; NFU members are well placed to capture renewable energy flows whilst maintaining traditional role in food production and other environmental/land management services; NFU's aspiration is that every farmer and grower should have the opportunity to become a net exporter of low-carbon energy. If 10GW of solar power were ground-mounted (half the national 2020 ambition of DECC), this would occupy a maximum of 25,000ha and would have a negligible impact on national food security; NFU agrees that solar farms should avoid BMV land; NFU has published an Agricultural Good Practice Guide for Solar Farms. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

Oxford Green Belt Network	<ul style="list-style-type: none"> • It is disappointing that the position statement does not attach greater importance to the need to protect the Green Belt; • The Green Belt should be given equal prominence to AONBs and therefore should be added to the bullet point on AONBs on page 5 or given a separate bullet point of its own. The following could be included: <p><i>“Any proposal to site solar PV arrays in the Green Belt should take account of the advice set out in paragraph 91 of the NPPF, especially the need to preserve the openness of the Green Belt and to respect the purposes which the Green Belt is intended to serve.”</i></p>	<p>Noted.</p> <p>Add a bullet point entitled Green Belt to page 5 of the draft document, summarising national policy on development in the Green Belt.</p>
Oxford Preservation Trust	<ul style="list-style-type: none"> • National policy related to the historic environment is not highlighted. Paras. 128 and 129 of the NPPF should be referred to. In the case of heritage assets with archaeological interest, appropriate desk-based assessment/field evaluation should be completed • The importance of the Green Belt should be recognised and an acknowledgement that inappropriate development is, by definition, harmful to the Green Belt and will not be approved except in very special circumstances. • The importance of EIA should be highlighted, in particular its use for assessing the setting of heritage assets, including the impact on longer views and in relation to Oxford and other historic county towns. Views into but also out of the city should be considered; • All works should be minimised as well as designed with reference to the setting and landscape character and 	<p>Rename section headed Land of Archaeological Interest, “Land of Archaeological Interest & Heritage Assets”. Include reference to the need to conduct desk-based assessment & field evaluation under this heading.</p> <p>Noted. New section to be added on page 5 of the draft document.</p> <p>Noted. New section on EIA to be added on page 4 of the draft document. Reference to the impact of development on the setting of heritage assets to be included under the relevant heading on page 7 of the document.</p> <p>Noted. This is already included.</p>

	<p>screened where appropriate;</p> <ul style="list-style-type: none"> • A statement should be added to consider the importance of ensuring that continued public enjoyment of the right of way is not prevented. RoW surfacing and vegetation should be appropriate to the character of the site and the purpose of the route. 	<p>Already included on pages 8 and 9 of the draft document.</p>
Rights of Way	<ul style="list-style-type: none"> • A new section on Rights of Way should be included, as follows: <p>Applicants would need to ensure public rights of way (PRoW) in the vicinity of the site remain available and convenient for public use. The developer is requested to engage in early discussions with OCC Countryside Access if it is likely that regarding any PRoW will be affected:</p> <ul style="list-style-type: none"> ○ No materials, plant, temporary structures or excavations of any kind should be placed/undertaken on or next to a PRoW which could obstruct or dissuade the public from using it whilst development takes place; ○ No changes should be made to the PRoW direction, width, surface, signing or structures without the prior approval of the Oxfordshire County Council's Countryside Access Team or the necessary legal process; ○ Access for construction/demolition vehicles or access during the occupation of the site e.g. by maintenance vehicles should not be taken along or across a PRoW without prior permission and appropriate safety/mitigation measures approved by the Oxfordshire County Council's Countryside Access Team. It would be the responsibility of the applicants, their contractors or the occupier to put right/ make good any vehicular damage to the surface of the 	<p>Already included.</p> <p>Already included.</p> <p>Already included.</p> <p>Already included.</p>

	<p>PRoW.</p> <ul style="list-style-type: none"> ○ Any gates to be installed should be set back from the PRoW and not open outwards from the site across the PRoW. ○ Public rights of way through the development site should retain their character, amenity value and usability as linear corridors and be integrated with the development. Consideration should be given to providing a high quality surface and suitable vegetation to act as a visual buffer where necessary and where this does not impede views or affect the surface of the PRoW. ○ No improvements should be implemented to a right of way without prior approval of Oxfordshire County Council's Countryside Access Team. If the site is in proximity to PRoW used by equestrians, applicants should consider the potential impact of reflected glint or glare. For safety reasons, solar arrays should be of a type or mitigation measures should be put in place to prevent or reduce glint or glare at horse or rider eye level. ○ Where hedges/natural vegetation is proposed eg to shield the public from glint or glare, to coincide with new boundaries or to enhance existing boundaries, a lifetime management regime needs to be agreed with Oxfordshire County Council as local Highway Authority to ensure that public access is not impeded when the vegetation screen is established or during the development's lifecycle. ○ If the line of the PRoW is to be enclosed then there should be a minimum of 10m usable width provided or the recorded width, whichever is the greater. Fencing should not have barbs, razor wire or palisade fencing 	<p>Already included.</p> <p>Already included.</p> <p>Amend existing paragraph as requested.</p> <p>Already included.</p> <p>Add bullet point as requested.</p>
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	<p>within the line of the PRow and visual amenity should be maintained.</p> <ul style="list-style-type: none"> ○ If there is any indication that a Solar PV Array is to be on a temporary basis <u>and</u> there is a need to divert a PRow to enable development to proceed then a condition should set out that the developer/owner applies for a re-diversion of PRow to the original line. ○ A contribution may be requested to secure off-site improvements to mitigate the loss of visual amenity and to provide alternatives or extensions of routes in the locality. This could include use of the space between the panels and the field edges (shade zone) which could provide a good opportunity for additional access. ○ The developer could consider the installation of a solar powered information board where the PRow enters the site. This will provide information on the wildlife on the site as well as providing information on the power output and how many houses it is supplying at any one time. 	<p>Add bullet point as requested.</p> <p>Other consultees have expressed concern that this may not meet CIL tests. Add a bullet point with the following replacement wording: <i>“A financial contribution may be requested, where it meets CIL/S106 tests, to mitigate the impact of ground-mounted solar PV development on Rights of Way”.</i></p> <p>Add bullet point as requested.</p>
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